



भारत सरकार/ GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING
नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

DGS Order 25 of 2020

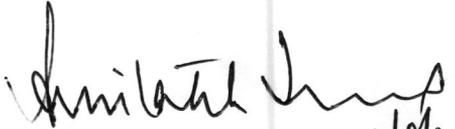
File No. 20-11/1/2020-TRG-DGS

Dated: 28.08.2020

Subject: Addendum to DGS Order 20 of 2020 dated 04.08.2020.

1. Whereas DGS Order 20 of 2020 permitted conduct of few STCW Courses via Virtual Class/Live Video Sessions (VC/LVS) and under certain prescribed conditions.
2. Whereas Para 12 of said Order details all relevant requirements so that these Virtual Class/Live Video Sessions (VC/LVS) meet the requirements of STCW Convention 1978 as amended.
3. Whereas the Training Circular 21 of 2020 dated 27.05.2020: Issuance of digitally signed certificates for successfully completing maritime courses conducted by Maritime Training Institutes has provided the detailed process of issuance of digitally signed certificates.
4. Noting that the process for issuance of digitally signed Certificates detailed in Training Circular 21 of 2020 require some changes due to ongoing COVID-19 pandemic where-in candidates are not able to visit the MTI for physically signing the Certificates.
5. Accordingly, the Directorate vide Paragraph 17 of DGS Order 20 of 2020 has stated that the process of issuance of digitally signed certificates shall be issued separately.

6. Whereas the issuance of digitally signed e-certificate to a candidate who has completed the course successfully in accordance with DGS Order No. 20 of 2020 would require the Principal and Course In-charge to electronically affix their digital signatures on e-certificates generated on the Directorate e-Governance system.
7. Accordingly, the requirements to be fulfilled by MTIs in the process of e-certificate generation are detailed in the Annexure –I attached to this Order.
8. The Standard Operating Procedure for generation and issuance of digitally signed certificates by MTIs, accessing the digitally signed certificates by eligible candidates and on-line verification of authenticity of this e-certificate by various authorities are provided in Annexure –II and Annexure –III attached to this Order.
9. This Training Circular enters in to force with immediate effect.


(Amitabh Kumar) 28/8/2020
Director General of Shipping

ANNEXURE-I

Procedure to be followed by the Maritime Training Institutes:

1. MTIs shall upload the following onto their MTI Profiles:

- 1.1 MTI Logo (Format: JPG, space: Not more than 1 MB, Size: 2.5 cm width x 3 cm of height).
- 1.2 The MTI shall select Principal and Course In-charge from the drop down menu (As per the Faculty details uploaded) at the time of uploading batch details.
- 1.3 Principal and Faculty (at a minimum all Permanent Faculty) have to enter details of their PAN & allotted FIN number. They shall ensure that entered mobile number is the same as that used for obtaining PAN.
- 1.4 The detailed procedure to upload MTI Logo, Principal and Faculties FIN and PAN number is given in User Manual.

2. Requirement of Digital Signature Certificate by the MTIs:

- 2.1 The Class II of Digital Signature Certificate (DSC) is required.
- 2.2 The MTIs shall procure these (DSC) keys and complete their KYC using the PAN enrollment option. The Principal and Course In-charge shall ensure that the mobile number is same as that used for/linked with PAN. This is a mandatory requirement.

3. Technical Specifications of the Digital Signature Keys:

Machine Specifications:

- 3.1 The machine should be any Standard Windows Desktop or Laptop, with sufficient resolution, and integrated with a web camera of 2 megapixels for facial recognition and an audio microphone (Installation of the Digital Signature Application by MTI).
- 3.2 Recommended minimum specifications of the Desktop or Laptop are:
 - 3.2.1 RAM - Minimum 2 GB.
 - 3.2.2 Hard Disk - Minimum 250 GB.
 - 3.2.3 Operating System - Windows 10 - 64 bit.
 - 3.2.4 Preferred: Intel i3 / i5 CPU processor or higher and with a good graphics capability.

4. DSC Class II Token Specifications (Recommended Specifications):

- 4.1 Gemalto SCSED PKI Token: USB device, ID Bridge K30, with Two-Factor Authentication: the token itself and PIN.
- 4.2 Detailed Technical Specifications:
 - 4.2.1 FIPS 140-2 Level 3 Certified, Common Criteria CC EAL5 + (CHIP).
 - 4.2.2 Memory Available – Min. 64K memory.
 - 4.2.3 Crypto Algorithm Supported – On board Crypto Algorithm for support of RSA up to 2048 bits, DES, 3DES, Hashing Algorithm support for SHA1, SHA2.
 - 4.2.4 2048 bit certificates and key pair's storage.
 - 4.2.5 CSP – Smart card support through Microsoft Base Smart Card Cryptographic Service Provider.
 - 4.2.6 SSO – Single Sign Support in the user tool with Timeout parameter setting for Integrated Applications.
 - 4.2.7 Desktop OS Supported – Windows.
 - 4.2.8 32 bit RISC processor with crypto processor.

5. **Installation of DSC Class II USB token:**

Please follow the instructions provided by your DSC Class II USB token vendor and install the token on the machines of the signatories. Kindly verify with your USB token supplier that the installation has been successful.

6. **Download of Digital Certification Application:**

Please download the Digital Certification Application only after the USB token has been installed successfully, and the credentials of the signatories have been verified/available with the device driver and the Microsoft certificate store.

The Digital Certification Application and User manual can be downloaded from

<https://digital.dgshipping.gov.in>

The Digital Certification Application should be downloaded ONLY after the USB token is inserted in your machine. The other pre-requisites for the installation have been mentioned in the Digital Certification Application User manual.

Please e-mail all support related queries to dcasupport@aridigital.com.

Please ensure that you mention the following in your email:

- Your MTI
- Your Name
- Your Mobile Number
- Your Email Address
- Your Role (Course In-Charge or Principal)
- Your FIN
- Your DSC Vendor
- Year of purchase of your DSC Token
- The Windows Operating System version that you are using
- Description of the problem

User manual

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Training - DGS

1. Updating new fields for faculty details in MTI Profile

Enter the login details in eGov login page & click on Login

The screenshot shows the DG Shipping website interface. At the top, there's a blue header with the logo and name. Below it, a navigation bar contains several utility links. The main body is divided into three vertical sections: 'Ships', 'Seafarer', and 'Independent Modules'. Each section lists various services and links, some marked as 'NEW'. On the left, there are login fields for 'User Id' and 'Password', along with a 'Login' button and links for 'New User', 'Forgot Password', 'View Registration Status', and 'Seafarer Registration'. On the right, there are 'Important Links' and 'Rules' sections, each with a dropdown menu and a 'Go' button. At the bottom left, there's a contact information box with a ship icon and details like 'Contact Us', 'egovernance-dgs@nic.in', and phone/fax numbers. At the bottom center, a banner mentions 'DGS e-Learning programmes for MEO Class II, MEO Class I, Chief Mate and Master launched.'

Click on "Training"

DG Shipping

Directorate General of Shipping, Mumbai

Welcome **ZYX Institute** [Terms of Use](#) | [Log Out](#)

[Reset Password](#) [Logout](#)

Internal Reference Links
-----Select-----

 **The Directorate General of Shipping Government of India**
The Director General of Shipping is the statutory Maritime authority, appointed by Govt. of India under the Merchant Shipping act 1958 and is responsible for implementation of the provisions of the act . The Directorate General ensures implementation of various international Conventions, relating to safety requirements for prevention of pollution and other mandatory requirements of International Maritime Organization.

Important Links
-----Select-----

Rules
-----Select-----

 Ships	 Seafarer	 Independent Modules
Ship Registration & Mortgage Licensing & Chartering Ship Survey Coastal Shipping Plan and Manual Approval	SMO-Other Activities CDC Management & CoC as Cook Update Seafarer Profile Request for Personal Details Correction in Seafarer Profile Examination CoC and CoC Revalidation DC Endorsement,GMDSS Radio Operator eMigration declaration for Master & Chief Engg. Grievance Report for Female Seafarer Grievance Redressal Mechanism Training Recruitment and Placement Services Sailing Vessel Identity Card e-Pass for Seafarer and Non Seafarer NEW Stranded Seafarer Details for Repatriation NEW Crew Manifest for Charter Flight NEW	Administration Equipments & Service Station PortNet Meetings & Resolutions Rules & Regulation Information System MPSO MTO Renewal CIP Reporting Medical Fitness Liferaft Service Station

 **Contact Us**
egovernance-dos@nic.in
Tel. :91-22-25752040/41/42/43/45
Fax. :91-22-25752028/35

Note : Modules indicated as "Red" colour are not accessible.

220.156.189.33/esamudraUI/switch.do?type=MENU_WEB_TRNG&userName=TI.B... DGS e Learning

Training - DGS

Go to *Profile* tab and click on *“Institute Details”*

DG Shipping
Directorate General of Shipping, Mumbai

Welcome **ZYX Institute** (Thursday 13/08/2020 08:08 PM) Home Logout

Submit Reports Other **Profile** Application INDoS

View Acknowledgement Institute Details

Approved Course Details

Faculty Details

Training : B Upload Documents

Authorized Signatory

DG Shipping is involv these regulations. DG CIP Details the country. As shipping has inter-country scope, regulations governing the industry are effected by international laws. IMO guides member states in formulating r regulations and apply to the Indian Shipping industry

The system covers business functionality that allows Training Institutes to register themselves under Directorate General of Shipping. The system will provide the Training Institutes to apply online for Courses as well as Faculty Approval, and the system will also help in automating the process for admission to various Government and non Government Marine Colleges.

The competent authority has directed that the uploading of admitted candidates (batch details) will be allowed for the period as mentioned below, effective from 1st Sept. 2017.

Sr.No	Type of Course	Day / Time allowed upto
1.	All pre-sea courses	15 days from the date of start of the course.
2.	Post-Sea Courses(Modular)	Till 10.00 A.M on the day of the start of the course.
3.	Competency Course	7 days from the date of start of the course.

Permission has been provided to Upload Batch Details (which are not uploaded) with in the given Date

(Enter 3 characters to search data in all the columns) Search:

Batch Start Date (YYYY-MM-DD)	Course Name	Batch Start Date	Reason	Permission Granted Date	Last Date to Upload
2020-03-02	Approved Course	02-MAR-2020	Server Issue	02-MAR-2020	03-MAR-2020
2020-02-17	Approved Course	17-FEB-2020	Server Issue	17-FEB-2020	18-FEB-2020
2019-10-07	Approved Course	07-OCT-2019	Server Issue	07-OCT-2019	08-OCT-2019
2018-10-05	Approved Course	05-OCT-2018	Server Issue	05-OCT-2018	06-OCT-2018
2018-08-02	Approved Course	02-AUG-2018	Server Issue	02-AUG-2018	03-AUG-2018
2018-07-17	Approved Course	17-JUL-2018	Server Issue	18-JUL-2018	19-JUL-2018
2018-05-29	Approved Course	29-MAY-2018	Server Issue	29-MAY-2018	30-MAY-2018

Training - DGS

Please update the name of the latest Principal and his details if required.

Please ensure that the mobile number is the same as the one used for obtaining the PAN.

Welcome **ABC Institute** (Thursday 13/08/2020 03:08 PM)

Submit Application Old	Submit Request Old	Submit Details Old	Reports Old	Other	View Acknowledgement	Profile NEW	Application for Course Approval	INDoS	Correction in INDoS	Temporary INDoS
------------------------	--------------------	--------------------	-------------	-------	----------------------	-------------	---------------------------------	-------	---------------------	-----------------

Profile > Institute Details

Institute Profile

Note : All fields marked with an (*) asterisk are mandatory.

Institute Details

MTI No. *	1001	Status :	Approved (Allowed for edit in Profile)
Name of Institute *	ABC Institute	Contact Person *	Contact Person
Type of Institute *	Trust	Date of Registration *	03-JUL-2018
Name of Trust *	ZXzX	Name of Trustee *	ZXZX
Premises *	Tenancy	Tenancy Validity Date *	05-JUL-2021
Provision for Extension *	Yes	Expiry Date of ISO Certification *	01-JUL-2019
Last Inspection Date of MMD *	02-JUL-2018		

Details of Principal

Name *	Test Principal	Mobile No. *	sdfsdfsdfsf
Email Id *	sdasdaa@sdsff.com	PAN *	ATGRG3456G
Faculty Identification Number *	TZ0001		

Other Approval Details

Approval Type :	Select	Approval No. :	
Date of Approval :			

Address Details

Address Line 1 *	A/45, Kale Park 1111111111	Address Line 2 *	M. G. Rd.,
Address Line 3 *	Sanpada	City *	Mumbai
District *	District	State *	Maharashtra
Pin *	400000	Email Id *	inf@abcinstitute.com
Phone *	0225566778	Fax *	0225588776
Web URL :			

Training - DGS

Click on "Faculty details".

Carefully see the new fields added in the faculty details page i.e.

- Faculty identification number (FIN)
- Permanent account number (PAN)

MTI is requested to mandatorily update the FIN & PAN for each faculty. Also, they can update any other details like their name, mobile; email ID etc. in case they have changed.

Note: Please ensure the mobile number and email ID is correct as the unique login details for Faculty will be send to their respective email IDs. Also, please ensure that the mobile number is the same as the one used for obtaining the PAN.

Welcome ABC Institute (Thursday 13/08/2020 03:08 PM)

Submit Application Old | Submit Request Old | Submit Details Old | Reports Old | Other View Acknowledgement | Profile NEW | Application for Course Approval | INDoS in INDoS | Correction in INDoS | Temporary INDoS

Profile » Faculty Details

Faculty Details

Note: All fields marked with an (*) asterix are mandatory.

Add Faculty Details

Type of Faculty* : <input type="text" value="Select"/>	Seafarer ?* : <input type="text" value="Select"/>
INDoS No. : <input type="text"/>	Grade : <input type="text" value="Select"/>
Title* : <input type="text" value="Select"/>	Last Name / Surname : <input type="text"/>
Given Name* : <input type="text"/>	Date of Birth* : <input type="text" value="DD"/>
Mobile No.* : <input type="text"/>	Email Id* : <input type="text"/>
CoC No. : <input type="text"/>	CoC Issue Date : <input type="text" value="DD"/>
CoC Expiry Date : <input type="text" value="DD"/>	Date of Joining* : <input type="text" value="DD"/>
CDC No. : <input type="text"/>	Medical Certificate Validity Date : <input type="text" value="DD"/>
Primary Qualification* : <input type="text" value="Select"/>	
Secondary Qualification : <input type="text" value="Select"/>	
TOTA/ TOTI / VICT ?* : <input type="text" value="Select"/>	Exemption (if any) : <input type="text"/>
TSTA?* : <input type="text" value="Select"/>	
PAN* : <input type="text"/>	Faculty Identification Number* : <input type="text"/>

Upload Document

Date of Birth Proof Document* : <input type="text" value="Select"/>	Scanned copy of Date of Birth Proof* : <input type="text"/> Browse... (pdf file Only)
Scanned copy of CoC : <input type="text"/> Browse... (pdf file Only)	
Scanned copy of TOTA/ TOTI / VICT Certificate : <input type="text"/> Browse... (pdf file Only)	
TSTA Certificate : <input type="text"/> Browse... (pdf file Only)	

Faculty List

Sr. No.	Faculty Type	Seafarer ?	Name	TOTA/TOTI/VICT ?	TSTA ?	INDoS No	Date of Birth	CoC No	Date of Join	Actions
1.	Principal (as a Faculty)	Seafarer	Rakesh Kumar	VICT	Yes	SR_N0001	11-AUG-1981	9526221	01-AUG-2020	Go to Edit Discontinue View

2. Uploading of MTI logo

Click on "Upload Documents" in Profile tab.

Read the instructions for file size, Select document type as "MTI Logo", browse from your system and click on "Upload".

The file type will be JPG and this MTI logo will be used in the generation of MTI certificate from eGov system.

The screenshot shows the 'DG Shipping' web application interface. At the top, there is a navigation menu with options like 'Submit Application Old', 'Submit Request old', 'Submit Details Old', 'Reports Old', 'Other View Acknowledgement', 'Profile NEW', 'Application for Course Approval', 'INDoS', 'Correction in INDoS', and 'Temporary INDoS'. The main content area is titled 'Upload Documents' and contains the following instructions:

- Note : 1.All fields marked with an (*) asterix are mandatory.
- 2.Request you to upload the Faculty Matrix and Class room utilization matrix as per given Template
- 3.(Click to Download Faculty Matrix Template) (Click to Download Class Room Utilization Matrix Template)
- 4.Request you to upload the MTI logo in .jpg format with maximum size of 1 M.B and the dimensions of 2.5 cm width and 3 cm of height same shall be printed online issued certificate.

Below the instructions, there is a form for document upload. The 'Document Type' dropdown is set to 'MTI Logo'. There is a 'Browse...' button and a note '(Select .pdf file only)'. The form also includes 'Upload' and 'Clear' buttons.

SNo.	Document	Uploaded Date	View	
1.	Land / Premises Registration Documents	03-OCT-2018 01:10 PM	Click to View	----
2.	Faculty Matrix	03-OCT-2018 02:10 PM	Click to View	----
3.	Class Room Utilization Matrix	03-OCT-2018 02:10 PM	Click to View	----
4.	Certificate of Incorporation of Company / Trust / Society	04-DEC-2018 12:12 PM	Click to View	----
5.	Land Agreement for fire mockup Facility	08-AUG-2020 11:08 PM	Click to View	----

At the bottom of the table, there are 'Back' and 'Next' buttons.

Training - DGS

MTI preview for logo

DG Shipping Directorate General of Shipping, Mumbai

Welcome **ARC Institute** (Monday 17:00:20 01:08 PM)

Submit : Submit : Submit : Reports : Other : Profile : Application : INDOs : Correction : Temporary
Application : Request : Details : Old : View : Acknowledgement : **New** : for Course : Approval : INDOs : INDOs

Profile : Upload Documents

Upload Documents

Upload Documents

Note : 1.All fields marked with an (*) asteris are mandatory.
2.Request you to upload the Faculty Matrix and Class room utilization matrix as per given Template
3.(Click to Download Faculty Matrix Template) (Click to Download Class Room Utilization Matrix Template)
4.Request you to upload the MTI logo in .jpg format with maximum size of 1 M.B and the dimensions of 2.5 cm width and 3 cm of height same shall be printed online issued certificate.

SNo.	Document	Uploaded Date	View	
1.	Land / Premises Registration Documents	03.OCT.2018 01:10 PM	Click to View	---
2.	Faculty Matrix	03.OCT.2018 02:10 PM	Click to View	---
3.	Class Room Utilization Matrix	03.OCT.2018 02:10 PM	Click to View	---
4.	Certificate of Incorporation of Company / Trust / Society	04.DEC.2018 12:12 PM	Click to View	---
5.	Land Agreement for fire workshop Facility	08.AUG.2020 11:00 PM	Click to View	---
6.	MTI Logo	17.AUG.2020 02:08 PM	 Image Verified	

Back Next

Activate Windows
Go to PC settings to activate Windows.

125%

3. New batch details submission process

Log in by MTI *login details* => *Training* => *Submit Details* => *Batch Details (New)*

Fill in the details and click on 'continue' to view the entered details along with candidates personal details.



Submit Details > Batch Details

Batch Details

Read the Instructions Carefully

1. Enter the data in the requisite fields.
2. In the INDOs Number field, the INDOs numbers for all the candidates undertaking the particular maritime course must be entered.
3. Each INDOs number shall be entered separated by a comma (,). The system shall not count the INDOs number which is not separated by a comma.
4. Ensure that the entered data is correct in all respect and click on "Continue".
5. The system shall populate Name (Sir Name / Last Name + Given Name), Date of Birth, Email Id, Mobile No. and Photo from seafarer's profile against each INDOs numbers entered.
6. Verify the details and click on "Submit" tab to submit the batch details.
7. An acknowledgement will be generated on successful submission of the batch details.
8. **Batch No. must be less than or equal to no. of batches approved for the calendar year.**
9. **The eligibility of the candidates shall be verified by the course incharge.**

Data Submission For

Year* Month*

Batch Details

Course Conducted*

Approved Intake Capacity* No. Of Students (At the time of admission)*

Batch No.*

Batch Start Date* Expected Batch End Date*

Average Course Fee per Candidate

INDOs Nos*
(e.g. 09RC1036, 02PL9867, 04EL1463)

Training - DGS

Enter the details, select eligibility as "Yes" & click on 'Submit'. Ensure the photo and signature is clearly readable. Only this photo & Signature will be printed in the system generated certificate. For any changes in the photo & signature please request the candidate to update correct details in seafarer's profile.

DG Shipping Directorate General of Shipping, Mumbai 

Welcome ABC Institute (Thursday 13/08/2020 03:08 PM) [Home](#) [Logout](#)

[Submit](#) [Submit](#) [Submit](#) [Reports](#) [Other](#) [View](#) [Profile](#) [Application](#) [INDoS](#) [Correction](#) [Temporary](#)
Application Request Details Old Acknowledgement for Course Approval in INDoS INDoS

[Submit Details](#) [Batch Details](#)

Batch Details

Data Submission For(Month-Year)*: 09-2020	Name of the Course*: Basic Safety Training
No. of Students(At the time of admission)*: 1	Batch No.*: 003
Batch Start Date*: 18-Sep-2020	Expected Batch End Date*: 30-Sep-2020

Details of Student

Sr. No.1	INDoS No.*: SR_N0001	Candidate Name*: Kumar Rakesh	Date of Birth (DD-MON-YYYY)*: 11-AUG-1981
	Email Id*: abc@d@gmail.com	Mobile No.*: xxxxxxxxx	Eligible?*: <input type="checkbox"/> Select
	Admission Taken for*: Basic Safety Training	CDC No.:	Course Start Date (DD-MON-YYYY)*: 18-Sep-2020
	Remarks (if any):		Course End Date (DD-MON-YYYY)*: 30-Sep-2020

Course Incharge Details

I hereby certify that all the above mentioned candidates selected found eligible for undertaking the course.

Name of Course Incharge*:

Training - DGS

Updating of attendance

Log in by MTI =>Training=>Submit Details =>Update Attendance

Select Name of Course, Batch Start Date, Batch Id and click “View Batch Details” to update attendance of candidates details uploaded in the batch details (New).

The screenshot displays the DG Shipping web application interface. At the top, there is a blue header with the text "DG Shipping" on the left and "Directorate General of Shipping, Mumbai" on the right. Below the header, a navigation menu includes links for "Submit", "Application", "Old", "View", "Profile", "Application for Course", "INDoS", "Correction in INDoS", and "Temporary INDoS". The "Profile" link is highlighted in red with the word "NEW" next to it. Below the navigation menu, there is a "Search Batch Details" section with three dropdown menus: "Name of the Course", "Batch Start Date", and "Batch ID No.". Below these dropdowns are two buttons: "View Batch Details" and "Reset".

Update Attendance

Instructions

1. Select name of course, Batch start date and Batch ID & Click on "View Batch Details".
2. The details corresponding to the batch will be populated.

Search Batch Details

Name of the Course : <Select> ▼

Batch Start Date : <Select> ▼

Batch ID No. : <Select> ▼

View Batch Details Reset

Training - DGS

Select the Attendance for each candidate and select the name of Course In-charge and click “Update Attendance” button then system will display success message.

DG Shipping Directorate General of Shipping, Mumbai

Welcome ABC Institute (Wednesday 22/04/2020 12:04 PM)

Submit Submit Submit Reports Other Profile Application INDoS Correction Temporary
Application Request Details Old View NEW for Course in INDoS INDoS
Submit Details > Update Batch Details Acknowledgement Approval

Update Attendance

Search Batch Details

Name of the Course : Basic Safety Training

Basic Safety Training Batch Start Date : 07-MAY-2020 Batch ID No. : 001

Basic Safety Training Batch End Date : 28-MAY-2020

Back

Batch Details

Sr. No.	Name of Course	Candidate Name	INDoS No.	Date of Birth (DD-MM-YYYY)	Course Start Date (DD-MM-YYYY)	Course End Date (DD-MM-YYYY)	Attendance Entered By Course Incharge	Attended the Course ?
1.	Basic Safety Training	Test B	SR_W0001	11-AUG-1991	07-MAY-2020	28-MAY-2020		<input type="checkbox"/> Yes <input type="checkbox"/> No

Course Incharge Details

I hereby certify that all the above mentioned candidates attendance selected are correct.

Name of Course Incharge:

Update Attendance Reset

Acknowledgement page after submission of attendance

DG Shipping Directorate General of Shipping, Mumbai 

Welcome **ABC Institute** (Wednesday 22/04/2020 12:04 PM)

Submit Application Old Submit Request Old Submit Details Old Reports Other View Acknowledgement Profile NEW for Course Approval Application in INDoS INDoS Correction in INDoS Temporary INDoS

Submit Details > Update Attendance

Attendance Updated Successfully

Update Attendance

Instructions

1. Select name of course, Batch start date and Batch ID & Click on "View Batch Details".
2. The details corresponding to the batch will be populated.

Search Batch Details

Name of the Course : * <Select> ▼	
Batch Start Date : * <Select> ▼	Batch ID/No. : * <Select> ▼

Training - DGS

Note: To view the updated attendance details, repeat the above process to get below screen.

DG Shipping Directorate General of Shipping, Mumbai 

Welcome **ABC Institute** (Wednesday 22/04/2020 12:34 PM) [Home](#) [Logout](#)

Submit Application Old | [Submit](#) | [Request](#) | [Details](#) | [Old](#) | [Reports](#) | [Other](#) | [View](#) | [Acknowledgement](#) | [Profile](#) | [NEW](#) | [Application for Course Approval](#) | [INDoS in INDoS](#) | [Correction in INDoS](#) | [Temporary INDoS](#)

Update Attendance

Search Batch Details

Name of the Course : * Basic Safety Training

Basic Safety Training Batch Start Date : * 07-MAY-2020

Basic Safety Training Batch End Date : * 28-MAY-2020

Batch ID/No. : * 001

[Back](#)

Batch Details

Sr. No.	Name of Course	Candidate Name	INDoS No.	Date of Birth (DD-MON-YYYY)	Course Start Date (DD-MON-YYYY)	Course End Date (DD-MON-YYYY)	Attendance Entered By Course Incharge	Attended the Course?
1.	Basic Safety Training	Test B	SR_W0001	11-AUG-1981	07-MAY-2020	28-MAY-2020	Test2	Yes

Training - DGS

Generation of Certificate No. or Withdrawal of candidates from batch

Log in by MTI =>Training=>Submit Details =>Generate Certificate No./Withdraw from Batch.

Select Name of Course, Batch Start Date, Batch Id and click “View Batch Details” to populate list of candidates details uploaded in the batch details (New) along with below conditions.

For the MTI Courses where ‘Exit Exam’ is required & with below requirements:

- a. Attendance updated as “Yes”
- b. Completed e-Learning.
- c. Passed the ‘Exit exam’ for applicable courses with in 3 attempts.

The screenshot displays the DG Shipping web application interface. At the top, there is a header with 'DG Shipping' on the left and 'Directorate General of Shipping, Mumbai' on the right. Below the header is a navigation menu with various options like 'Submit Application', 'Submit Request', 'Submit Details', 'Reports', 'Other', 'View Acknowledgement', 'Profile NEW for Course Approval', 'INDoS in INDoS', 'Correction in INDoS', and 'Temporary INDoS'. The main content area is titled 'Update Batch Details' and contains a section for 'Instructions' with six numbered steps. Below the instructions is a 'Search Batch Details' form with three dropdown menus: 'Name of the Course', 'Batch Start Date', and 'Batch ID No.'. At the bottom of the form are two buttons: 'View Batch Details' and 'Reset'.

Training - DGS

Select to Withdraw / Generate Certificate No. and click "Update" to complete process.

DG Shipping
Directorate General of Shipping, Mumbai

Welcome ABC Institute (Wednesday 22/04/2020 12:04 PM)

[Submit](#) [Submit](#) [Submit](#) [Reports](#) [Other](#) [Profile](#) [Application](#) [INDoS](#) [Correction](#) [Temporary](#)
[Application](#) [Request](#) [Details](#) [Old](#) [View](#) [Acknowledgement](#) [INDoS](#) [INDoS](#) [INDoS](#)
[Submit](#) [Details](#) [Update](#) [Batch](#) [Details](#)

Update Batch Details

Instructions

1. Select name of course, Batch start date and Batch ID & Click on "View Batch Details".
2. The details corresponding to the batch will be populated.
3. Select the option "Withdraw" from the dropdown if the candidate has withdrawn from the course and click on update.
4. Select the option "Generate certificate number" from the dropdown to generated certificate number for candidates who have successfully completed the course and click on update.
5. The same certificate number issued from system shall be mentioned in the certificate issued to the candidate by the Institute.
6. An acknowledgement will be generated for the certificate number generated & a print of the report may be taken for ready reference.

Search Batch Details

Name of the Course : <input type="text" value="Basic Safety Training"/>	Batch ID/No. : <input type="text" value="001"/>
Basic Safety Training Batch Start Date : <input type="text" value="10-APR-2020"/>	
Basic Safety Training Batch End Date : <input type="text" value="21-APR-2020"/>	

Batch Details

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Sr. No.</th> <th style="text-align: left;">Image</th> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;"></td> </tr> </table>	Sr. No.	Image	1		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">INDoS No.* : SRJ_N0001</td> <td style="width: 33%;">Candidate Name* : Test B</td> <td style="width: 33%;">Date of Birth* : 11-AUG-1981</td> </tr> <tr> <td>Email Id* : abc@l@gmail.com</td> <td>Mobile No.* : XXXXXXXXXX</td> <td>e-Learning Completion Date Between : 11-FEB-2020 and 24-FEB-2020</td> </tr> <tr> <td>Name of Course* : Basic Safety Training</td> <td>Course Start Date (DD-MON-YYYY)* : 10-APR-2020</td> <td>Course End Date (DD-MON-YYYY)* : 21-APR-2020</td> </tr> <tr> <td>Eligible ?* : Yes</td> <td>Eligible Checked by Course Incharge* : Test2</td> <td>Attended the Course ? : Yes</td> </tr> <tr> <td>Passed Exit Exam ? : <input type="text" value="Attempt No 1 on 21-APR-2020"/></td> <td>Status :</td> <td>Select to Withdraw / Generate Certificate No. : <input type="text" value="Generate Certificate No Withdraw"/></td> </tr> </table> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="Print Report"/> <input type="button" value="Update"/> <input type="button" value="Reset"/> </p>	INDoS No.* : SRJ_N0001	Candidate Name* : Test B	Date of Birth* : 11-AUG-1981	Email Id* : abc@l@gmail.com	Mobile No.* : XXXXXXXXXX	e-Learning Completion Date Between : 11-FEB-2020 and 24-FEB-2020	Name of Course* : Basic Safety Training	Course Start Date (DD-MON-YYYY)* : 10-APR-2020	Course End Date (DD-MON-YYYY)* : 21-APR-2020	Eligible ?* : Yes	Eligible Checked by Course Incharge* : Test2	Attended the Course ? : Yes	Passed Exit Exam ? : <input type="text" value="Attempt No 1 on 21-APR-2020"/>	Status :	Select to Withdraw / Generate Certificate No. : <input type="text" value="Generate Certificate No Withdraw"/>
Sr. No.	Image																			
1																				
INDoS No.* : SRJ_N0001	Candidate Name* : Test B	Date of Birth* : 11-AUG-1981																		
Email Id* : abc@l@gmail.com	Mobile No.* : XXXXXXXXXX	e-Learning Completion Date Between : 11-FEB-2020 and 24-FEB-2020																		
Name of Course* : Basic Safety Training	Course Start Date (DD-MON-YYYY)* : 10-APR-2020	Course End Date (DD-MON-YYYY)* : 21-APR-2020																		
Eligible ?* : Yes	Eligible Checked by Course Incharge* : Test2	Attended the Course ? : Yes																		
Passed Exit Exam ? : <input type="text" value="Attempt No 1 on 21-APR-2020"/>	Status :	Select to Withdraw / Generate Certificate No. : <input type="text" value="Generate Certificate No Withdraw"/>																		

Training - DGS

For the MTI Courses where Exit exam is not required:

Select Passed Internal Assessment as Yes/No and Select to Withdraw / Generate Certificate No: Generate Certificate No. / Withdraw and click "Update" to complete process.

Note: Certificate No. cannot be generated by selecting "No" as Passed Internal Assessment.

DG Shipping Directorate General of Shipping, Mumbai

Welcome ABC Institute (Wednesday 22/04/2020 12:04 PM)

Submit Application Old | Submit Request Old | Submit Reports Old | Other View Acknowledgement | Profile NEW | Application for Course Approval | INDoS in INDoS | Correction in INDoS | Temporary INDoS

Submit Details > Update Batch Details

Update Batch Details

Instructions

1. Select name of course, Batch start date and Batch ID & Click on "View Batch Details".
2. The details corresponding to the batch will be populated.
3. Select the option "Withdraw" from the dropdown if the candidate has withdrawn from the course and click on update.
4. Select the option "Generate certificate number" from the dropdown to generated certificate number for candidates who have successfully completed the course and click on update.
5. The same certificate number issued from system shall be mentioned in the certificate issued to the candidate by the Institute.
6. An acknowledgement will be generated for the certificate number generated & a print of the report may be taken for ready reference.

Search Batch Details

Name of the Course : * MEO Class I (New)

Batch Start Date : * 23-MAR-2020

Batch ID No. : * 001

Batch End Date : * 26-MAR-2020

Batch Details

Sr. No.:	INDoS No.:	Candidate Name:	Date of Birth:
	SR_00001	User Test B	11-AUG-1981
	Email ID:	Mobile No.:	Exam Completion Date Between:
	abcd@gmail.com	2421321213	11-FEB-2020 and 24-FEB-2020
	Eligible ?:	Eligible Checked by Course Incharge:	Attended the Course ? :
	Yes	????????????????????????????	Yes
	Passed Internal Assessment ?:	Assessment done By:	Select to Withdraw / Generate Certificate No.:
	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="-Select-"/>
	Yes		
	No		

4. Steps for system generated certificate

Step 1: MTI will login in eGov system with login details.

Step 2: MTI will need to select the Course In charge for the batch details submitted on and after 10-Aug-2020.

Update Batch Details

Instructions

1. Select name of course, Batch start date and Batch ID & Click on "View Batch Details".
2. The details corresponding to the batch will be populated.
3. Select the option "Withdraw" from the dropdown if the candidate has withdrawn from the course and click on update.
4. Select the option "Generate certificate number" from the dropdown to generated certificate number for candidates who have successfully completed the course and click on update.
5. The same certificate number issued from system shall be mentioned in the certificate issued to the candidate by the Institute.
6. An acknowledgement will be generated for the certificate number generated & a print of the report may be taken for ready reference.

Search Batch Details

Name of the Course : Basic Safety Training
 Batch Start Date : 14-FEB-2019
 Batch ID/No. : 3

Course Incharge Details

Name of Principal* : Test Principal
 Faculty Identification Number of Principal* : T2001
 Name of Course Incharge* :
 Faculty Identification Number of Faculty* :
 Update Course In-Charge for this batch

Batch Details

Sr. No.	Name of Course	Candidate Name	INDoS No.	Date of Birth (DD-MON-YYYY)	Course Start Date (DD-MON-YYYY)	Course End Date (DD-MON-YYYY)	Certificate No.	Issue Date	Expiry Date	Select to Withdraw / Generate Certificate No.	Status
1.	Basic Safety Training	Mahendra Manohar Naik	03GL1956	20-SEP-1983	14-FEB-2019					<Select>	
2.	Basic Safety Training	Rupinder Singh Bedi	04GL0596	20-SEP-1983	14-FEB-2019	25-FEB-2019	10013071932	25-FEB-2019		<Select>	Certificate No. Generated
3.	Elementary First Aid	Shaahank Jaykumar Sawant	05GL0001	20-SEP-1983	17-FEB-2019	25-FEB-2019	10013071933	25-FEB-2019		<Select>	Certificate No. Generated
4.	Elementary First Aid	Praveen Kumar Bakshi	00NL0003	30-OCT-1951	11-MAR-2019	13-MAR-2019	2100556131190034	13-MAR-2019		<Select>	Certificate No. Generated

Print Report | Update | Reset

Training - DGS

Step 3: After selection of the course in charge, MTI will first generate the certificate number as usual.

The screenshot shows the 'Update Batch Details' form with the following fields:

- Name of the Course: Basic Safety Training
- Basic Safety Training Batch Start Date: 14-FEB-2019
- Basic Safety Training Batch End Date: 25-FEB-2019

The 'Course In-Charge Details' section shows:

- Name of Principal: Test Principal
- Name of Course In-Charge: [Empty]

The 'Batch Details' table is as follows:

Sr. No.	Name of Course	Candidate Name	INDoS No.	Date of Birth (DD-MON-YYYY)	Course Start Date (DD-MON-YYYY)	Course End Date (DD-MON-YYYY)	Certificate No.	Issue Date	Expiry Date	Select to Withdraw / Generate Certificate No.	Status
1.	Basic Safety Training	Mahendra Manohar Naik	03GL1956	20-SEP-1983	14-FEB-2019					<Select>	
2.	Basic Safety Training	Rupinder Singh Bedi	04GL0596	20-SEP-1983	14-FEB-2019	25-FEB-2019	10013071932	25-FEB-2019		<Select>	Certificate No.Generated
3.	Elementary First Aid	Shashank Jaykumar Sawant	05GL0001	20-SEP-1983	17-FEB-2019	25-FEB-2019	10013071933	25-FEB-2019		<Select>	Certificate No.Generated
4.	Elementary First Aid	Praveen Kumar Bakshi	00NL0003	30-OCT-1951	11-MAR-2019	13-MAR-2019	2100556131190034	13-MAR-2019		<Select>	Certificate No.Generated

The 'Select Faculty' pop-up window shows:

- Name of Faculty: [Empty]
- Record Displayed: 10, 15, 20, 25, 30
- Table with columns: Select, Name of Faculty, Faculty Type, FIN
- Row 1: Mr. Rakesh Kumar, Principal (as a Faculty), T20002
- Row 2: Mr. asdasdasdad, Full time Permanent Faculty, asdad
- Note: If searching data not available in the total list (i.e 2 records), please mail the details to egovernance-dgs@mti.in

The screenshot shows the 'Update Batch Details' form with the following fields:

- Name of the Course: Basic Safety Training
- Basic Safety Training Batch Start Date: 14-FEB-2019
- Basic Safety Training Batch End Date: 25-FEB-2019
- Batch ID No.: 3

The 'Batch Details' table is as follows:

Sr. No.	Name of Course	Candidate Name	INDoS No.	Date of Birth (DD-MON-YYYY)	Course Start Date (DD-MON-YYYY)	Course End Date (DD-MON-YYYY)	Certificate No.	Issue Date	Expiry Date	Select to Withdraw / Generate Certificate No.	Status
1.	Basic Safety Training	Mahendra Manohar Naik	03GL1956	20-SEP-1983	14-FEB-2019					<Select>	
2.	Basic Safety Training	Rupinder Singh Bedi	04GL0596	20-SEP-1983	14-FEB-2019	25-FEB-2019	10013071932	25-FEB-2019		<Select>	Certificate No.Generated View Certificate
3.	Elementary First Aid	Shashank Jaykumar Sawant	05GL0001	20-SEP-1983	17-FEB-2019	25-FEB-2019	10013071933	25-FEB-2019		<Select>	Certificate No.Generated View Certificate
4.	Elementary First Aid	Praveen Kumar Bakshi	00NL0003	30-OCT-1951	11-MAR-2019	13-MAR-2019	2100556131190034	13-MAR-2019		<Select>	Certificate No.Generated View Certificate

Step 4: Once certificate number is generated, a new link 'View certificate' will be available.

Training - DGS

Step 5: Upon clicking on 'View certificate' a certificate in pdf format will be generated with image of student's signature.

The image shows two side-by-side screenshots. The left screenshot is a PDF certificate from ABC Institute. The right screenshot is a web portal interface for the Directorate General of Shipping, Mumbai, showing a table of certificates and a 'View Certificate' button circled in red.

Certificate Details:

Certificate No. : 2100556131190034

ABC Institute
A/45, Tarnikel Tower, Kite Park, Mhanta Gandhi Road
District : District State : Maharashtra Pin : 400000
Tel : 0225588778 Fax : 0225588778 E-mail : info@aboinstitute.com

THIS IS TO CERTIFY THAT Praveen Kumar Bakshi
Date of Birth : 30/10/1951
Indian National Database of Seafarers (INDoS No.) : 00NL0003
has successfully completed a training course in :
Elementary First Aid
held from 11/03/2019 to 13/03/2019 and has been found qualified.
The course is approved by the Directorate General of Shipping and meets the requirements relevant to the said course as laid down in STCW Convention 1978, as amended, and addresses the requirements of Regulation 1/6 and Sections A-1/6, A-1/8, A-4/12 and B-4/6 of the STCW Code. The course also meets the requirements of IMO Model Course 6.09.
The candidate has also met the additional criteria specified in the STCW Convention, applicable to the issue of the certificate. This certificate is issued under the authority of the Directorate General of Shipping Ministry of Shipping Government of India.
Date of Issue : 13/03/2019 Date of Expiry :
Signature of Candidate
Signature of Course In-charge
Mr. Rakesh Kumar
Signature of Dean / Principal
Test Principal

Web Portal Details:

Directorate General of Shipping, Mumbai

Details

Batch ID No. : *

Course End Date (DD-MM-YYYY)	Certificate No.	Issue Date	Expiry Date	Select to Withdraw / Generate Certificate No.	Status
25-FEB-2019	10013071932	25-FEB-2019		<Select>	Certificate No. Generated View Certificate
25-FEB-2019	10013071933	25-FEB-2019		<Select>	Certificate No. Generated View Certificate
13-MAR-2019	2100556131190034	13-MAR-2019		<Select>	Certificate No. Generated View Certificate

Activate Windows
Go to PC settings to activate Windows.

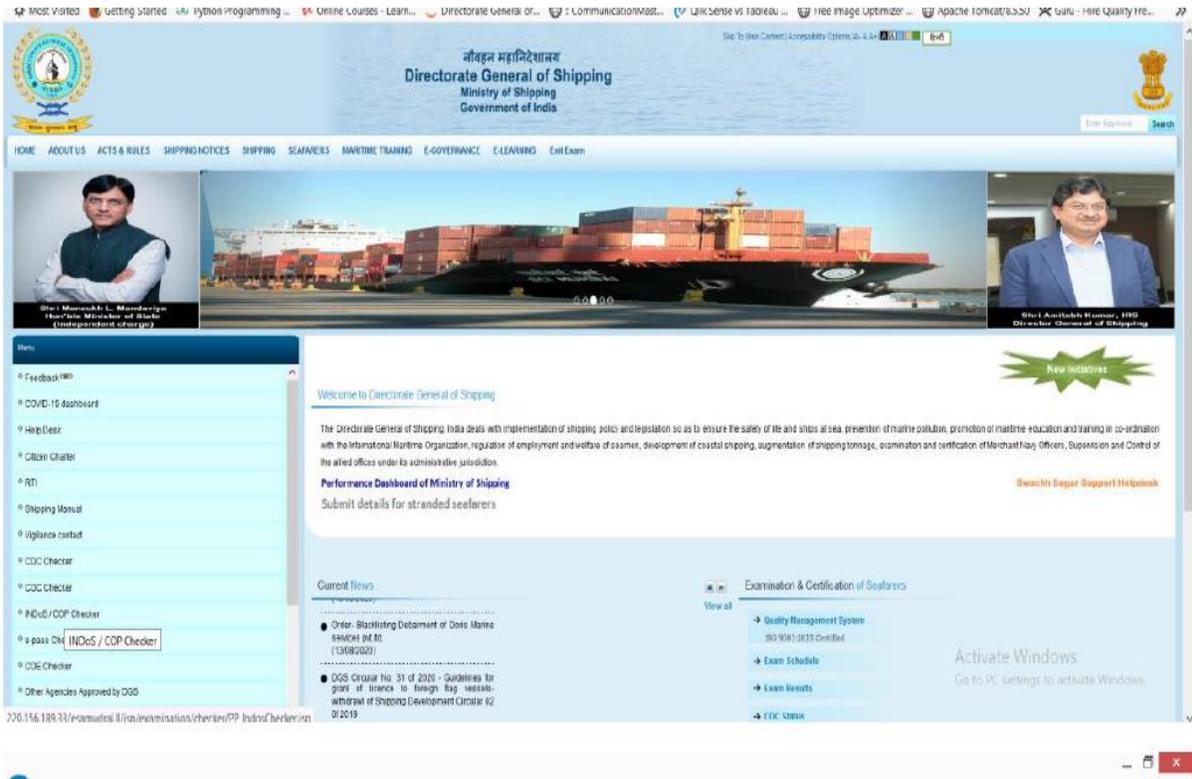
Step 6: The MTIs has to follow " **Digital Certification Application User Manual**" after the above process.

Step 7: After the Certificate has been digitally signed by the Course-In-Charge and the Principal of the MTI, an auto email will go to the seafarer informing him about the e-Certificate which can be viewed and downloaded from the seafarer's master checker utility.

Training - DGS

5. Steps for viewing e-Certificate in DGS website

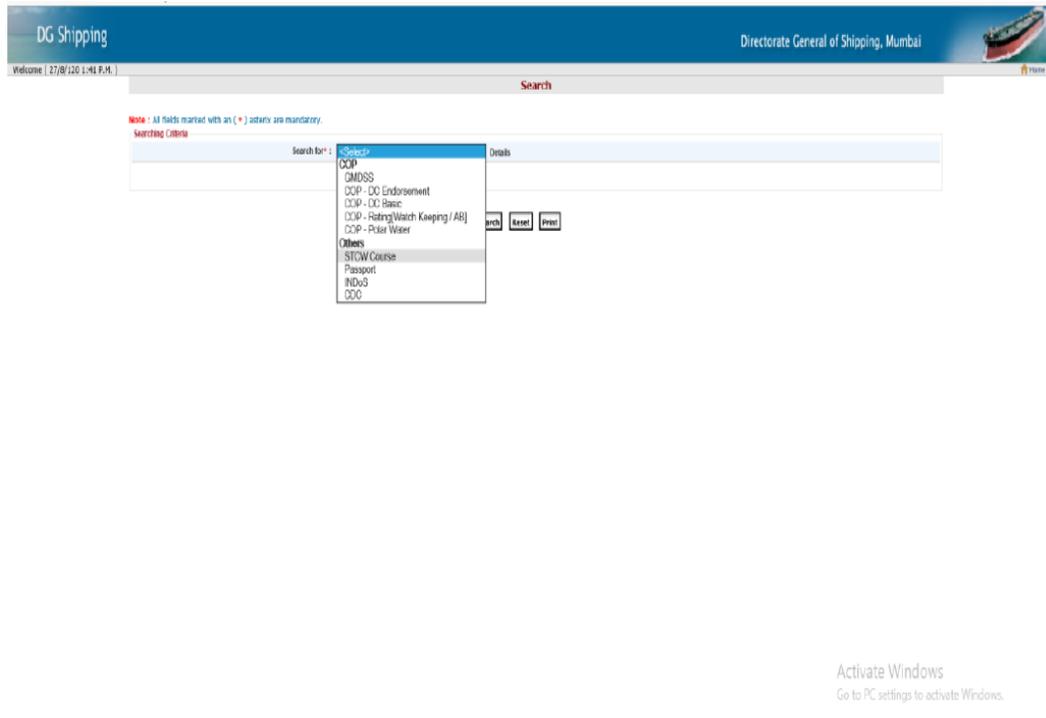
Go to www.dgshipping.gov.in and click on "INDoS / COP Checker".



The screenshot displays the official website of the Directorate General of Shipping, Ministry of Shipping, Government of India. The page features a header with the organization's name in Hindi and English, along with a search bar and navigation links. A central banner image shows a large cargo ship. Below the banner, there are portraits of the Director General of Shipping and the Director General of Shipping. A left-hand menu lists various services, with 'INDoS / COP Checker' highlighted. The main content area includes a welcome message, a description of the Directorate's functions, and a 'Performance Dashboard of Ministry of Shipping'. A 'Current News' section lists recent updates, including a circular regarding the Department of Dots Marine Services and a circular regarding guidelines for grant of license to high flag vessels. A right-hand sidebar contains links for 'Examination & Certification of Seafarers', including 'Quality Management System', 'Exam Schedules', and 'Exam Results'. The URL in the browser's address bar is www.dgshipping.gov.in/examination/checker/PP_India/center/01.

Training - DGS

Choose the option of "STCW Course" from the drop down list



The screenshot displays the DG Shipping web portal interface. At the top, the header includes "DG Shipping" and "Directorate General of Shipping, Mumbai". A search bar is present with a dropdown menu open, showing a list of categories. The "STCW Course" option is highlighted under the "Others" section. The interface also includes a "Search" button and a "Details" section.

Header: DG Shipping | Directorate General of Shipping, Mumbai

Welcome | 27/01/20 1:48 P.M.

Search

Note: All fields marked with an (*) asterisk are mandatory.

Searching Criteria

Search for: Select

- CCP
- GMDSS
- CCP - CC Endorsement
- CCP - CC Basic
- CCP - Rating (Watch Keeping / AB)
- CCP - Polar Water
- Others
- STCW Course**
- Passport
- INDUS
- DDC

arch | Reset | Print

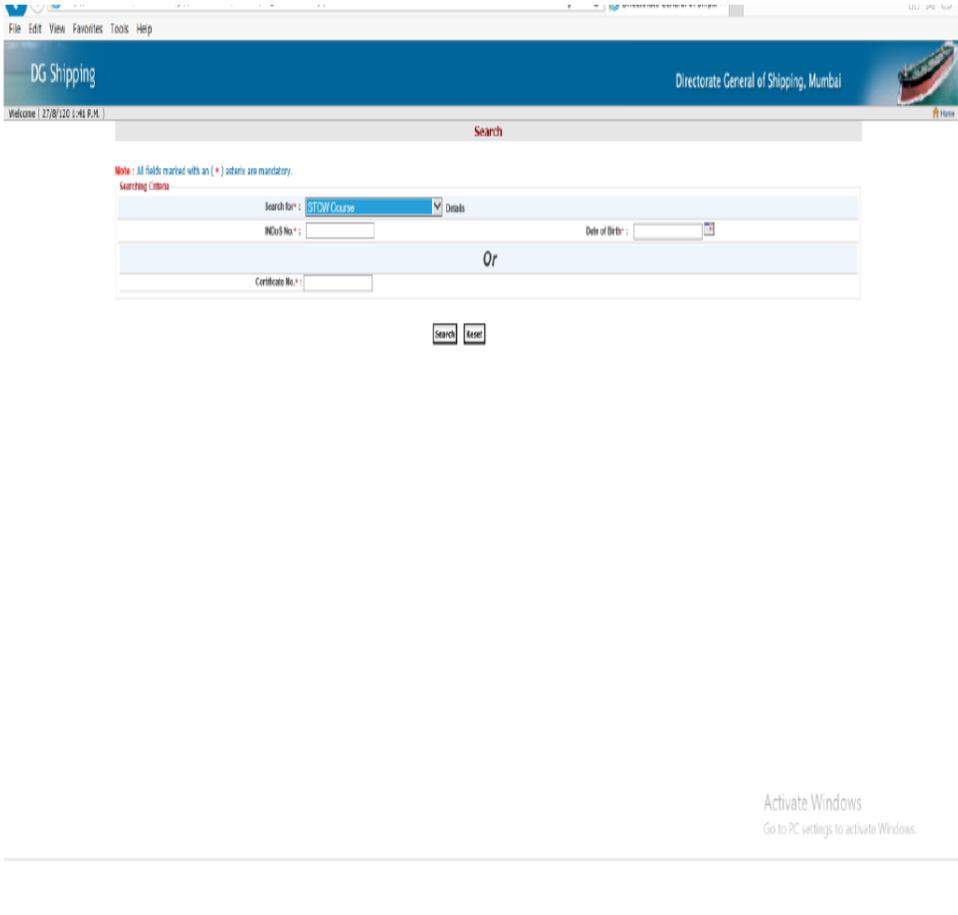
Details

Activate Windows
Go to PC settings to activate Windows.

Training - DGS

There are two options to search and view the eCert.

- a) Enter INDoS & Date of Birth and click on search.
- b) Enter the system generated certificate number and click on search.



The screenshot shows a web browser window displaying the DG Shipping website. The page header includes the logo "DG Shipping" and the text "Directorate General of Shipping, Mumbai". Below the header, there is a search bar with the word "Search" in red. A red note states: "Note: All fields marked with an (*) asterisk are mandatory." Underneath, the "Searching Criteria" section contains a dropdown menu for "Search for:" set to "STOW Course" with a "Details" link. There are three input fields: "INDoS No.*" (with an asterisk), "Date of Birth*" (with an asterisk and a calendar icon), and "Certificate No.*" (with an asterisk). The fields are separated by "Or". At the bottom of the search criteria, there are "Search" and "Reset" buttons. In the bottom right corner of the browser window, there is a watermark for "Activate Windows" with the text "Go to PC settings to activate Windows."



Directorate General of Shipping: Govt. of India

DIGITAL CERTIFICATION APPLICATION USER MANUAL

ARI
DIGITAL

Contents

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1 INSTALLING THE APPLICATION

1.1 Pre-requisites

Installation of DSC Class II USB token

Please follow the instructions provided by your DSC Class II USB token vendor and install the token on the machines of the signatories. Kindly verify with your USB token supplier that the installation has been successful.

Download of Digital Certification Application

Please download the Digital Certification Application only after the USB token has been installed successfully, and the credentials of the signatories have been verified/available with the device driver and the Microsoft certificate store.

The Digital Certification Application should be downloaded ONLY after the USB token is inserted in your machine.

Additionally, please also ensure that you have .NET Framework 4.5.2 installed.

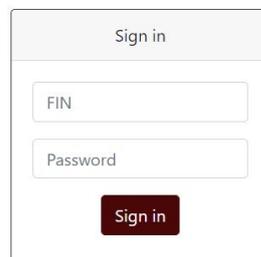
[Visit the official Microsoft download page here.](#)

1.2 Download

The Digital Certification Application can be downloaded from <https://digital.dgshipping.gov.in>.

On clicking the above link, you will need to enter your FIN and password to proceed.

Compliance: Digital Certification Application



Sign in

FIN

Password

Sign in

Access will be provided for a Course-in-Charge or Principal only.

Once a valid FIN and Password is entered, you will be taken to a new page for downloads.

Compliance: Digital Certification Application

- Step 1: Manual Download

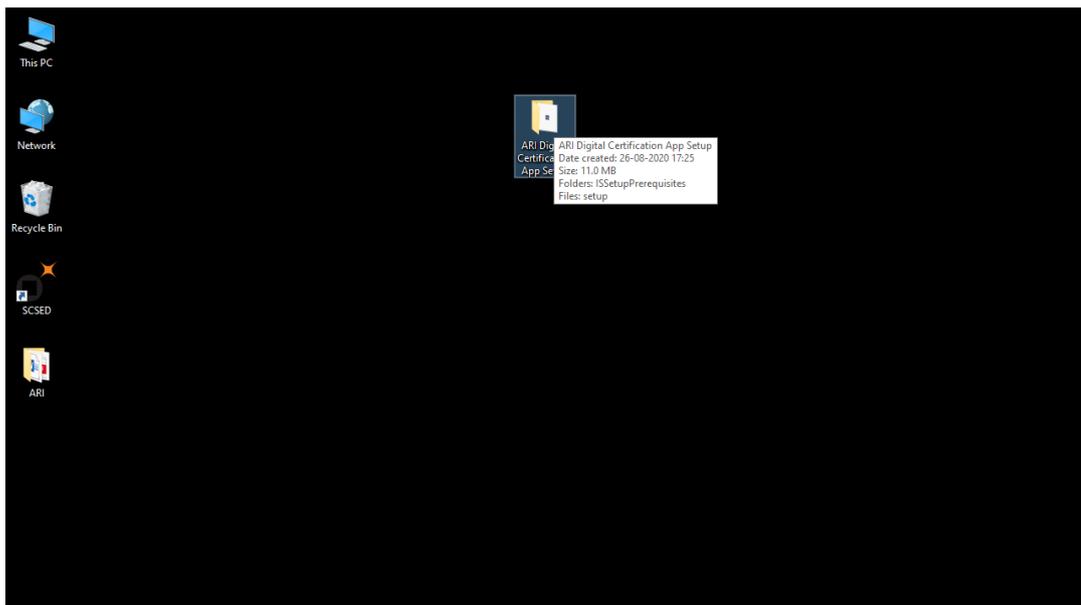
DIGITAL CERTIFICATION MANUAL
- Step 2: Complete the Pre-requisites
 - Downloaded Manual?
 - Tested DSC Class-II USB token?
 - DSC USB Class-II token inserted and active?
 - Please ensure that you have .NET Framework 4.5.2 installed.
[Visit the official Microsoft download page here](#)

Please proceed to download the application ONLY after all 4 pre-requisites are complete.
- Step 3: Application Download

DIGITAL CERTIFICATION APPLICATION

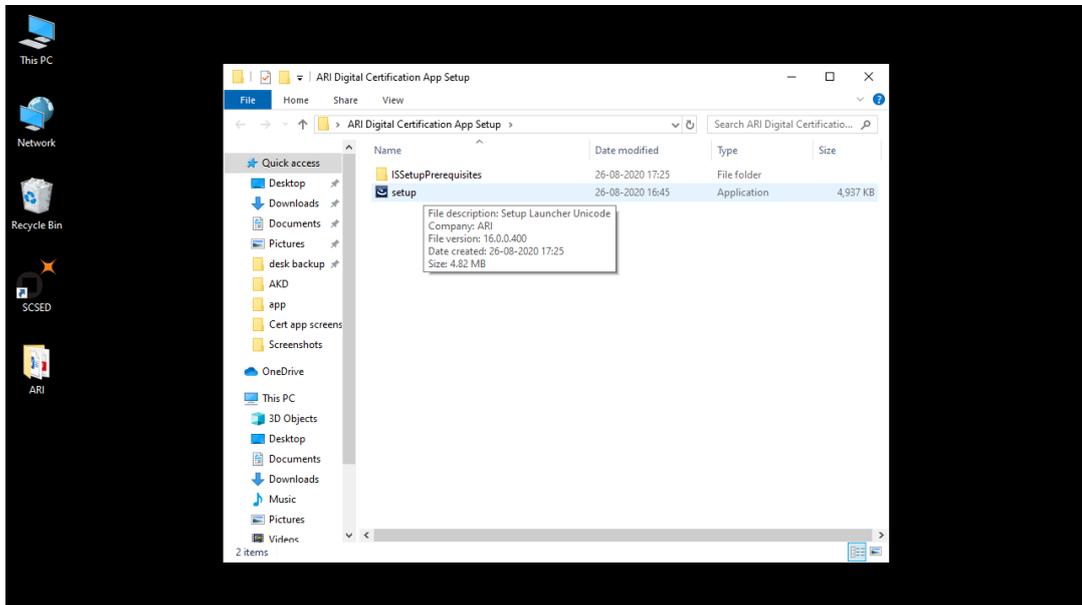
Please complete all the pre-requisites listed in Step 2, before clicking on the “Digital Certification Application” download in Step 3.

The application will be downloaded on to your defined location.

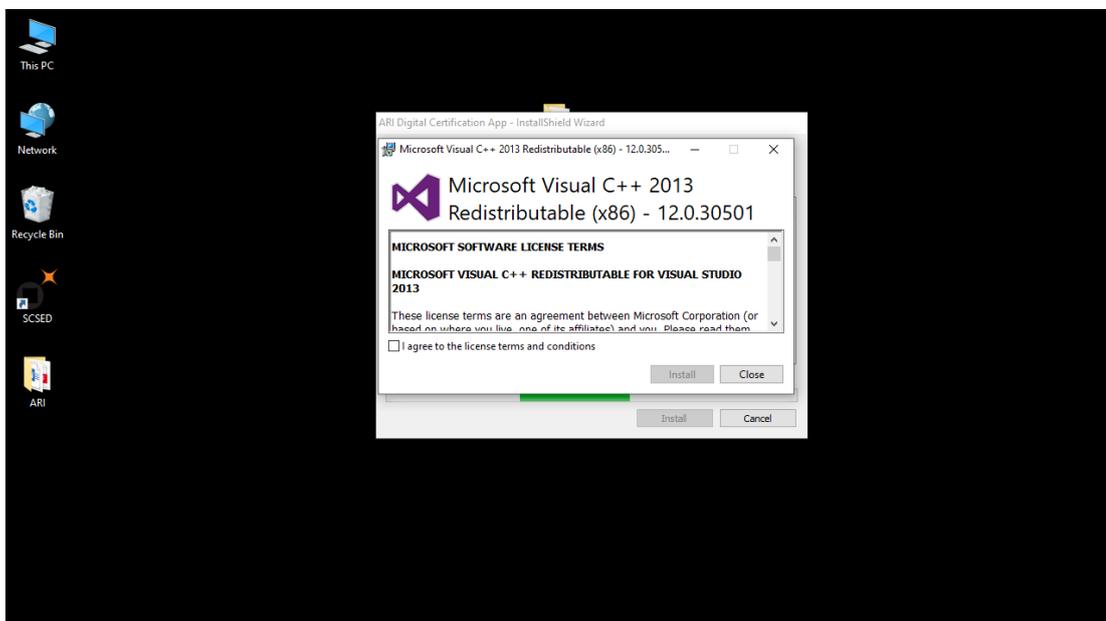


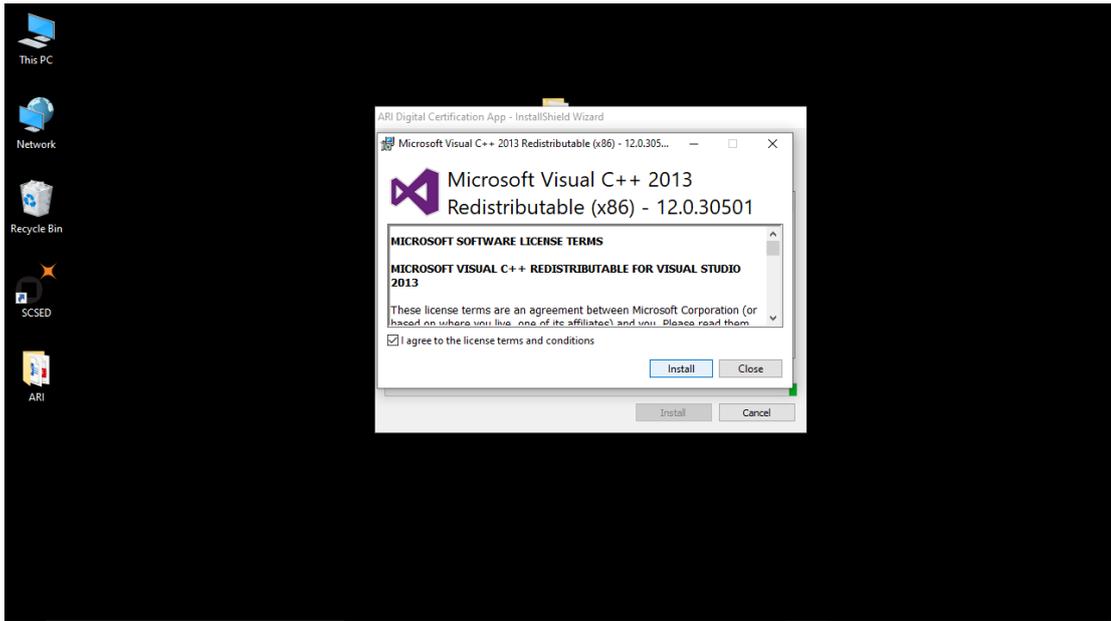
1.3 Installation

Open the folder "ARI Digital Certification App Setup" and click on Setup and proceed with the installation process

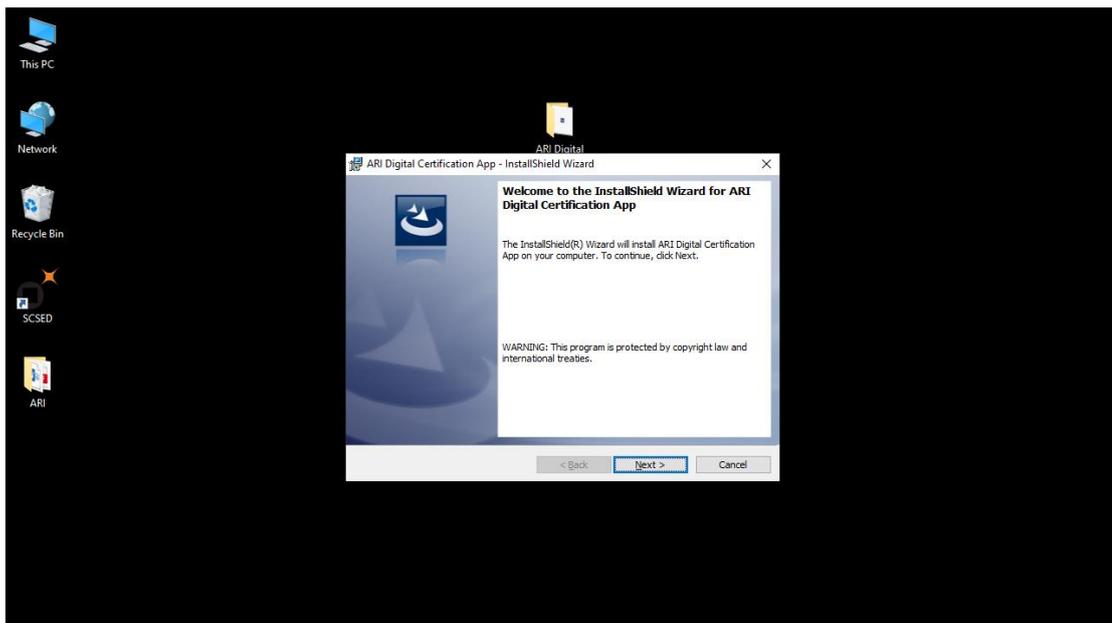
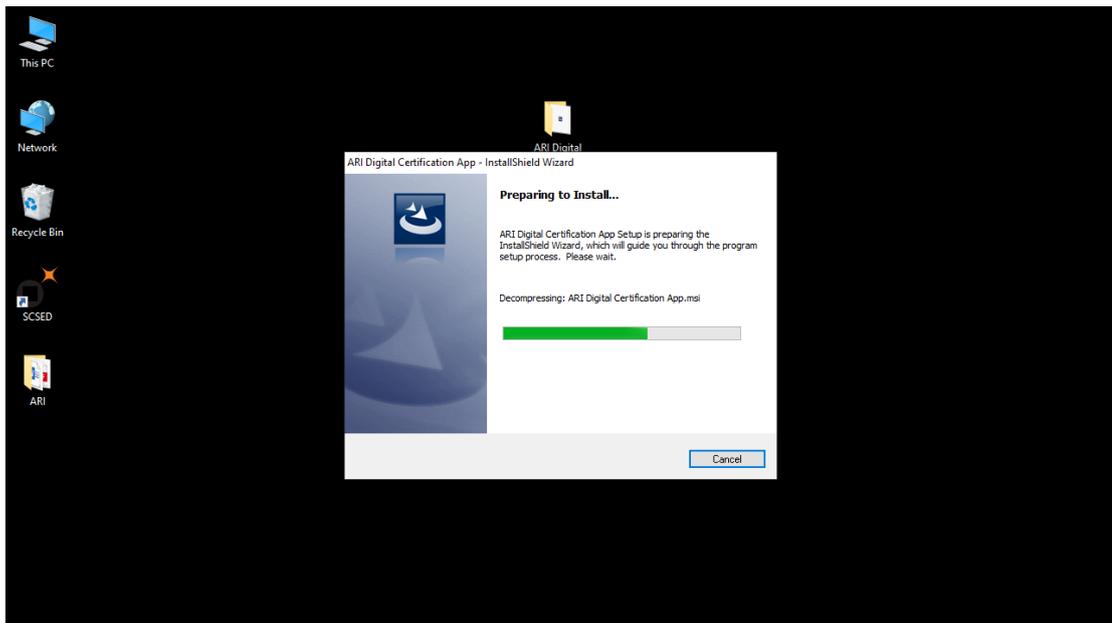


Agree to the Microsoft terms and continue with the Installation

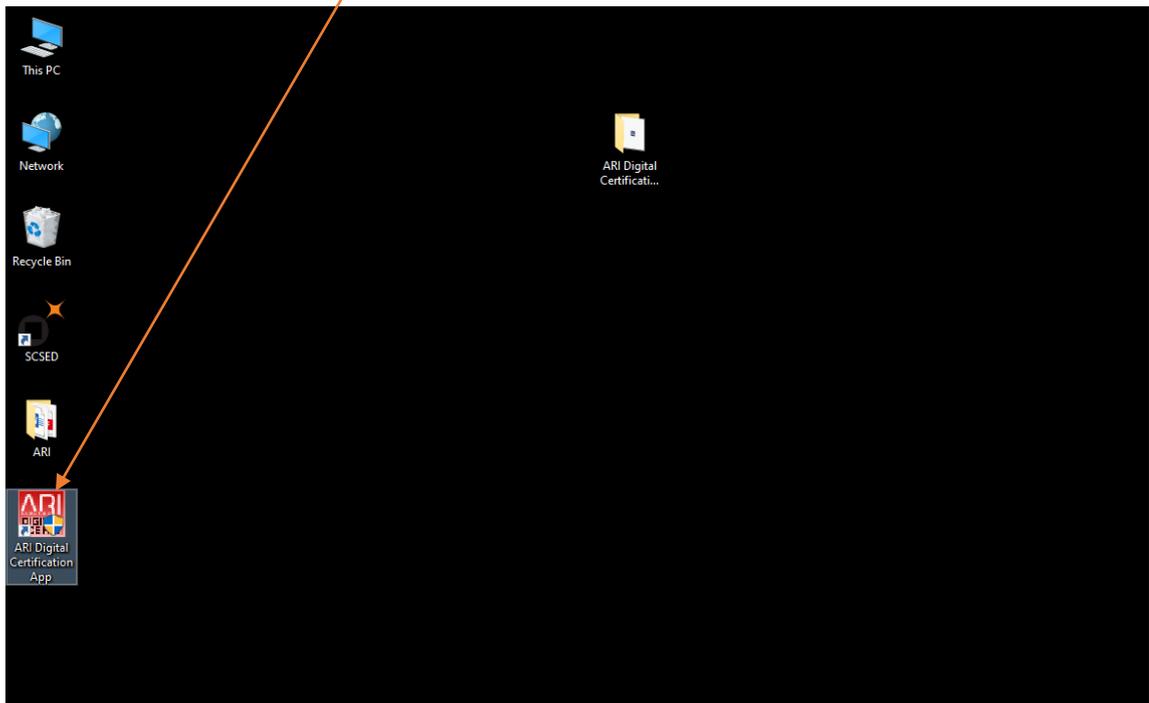




Continue with Install Shield



On completion of installation a shortcut will be added to the desktop.



2 USING THE APPLICATION

The application is intended for two types of users at the MTI

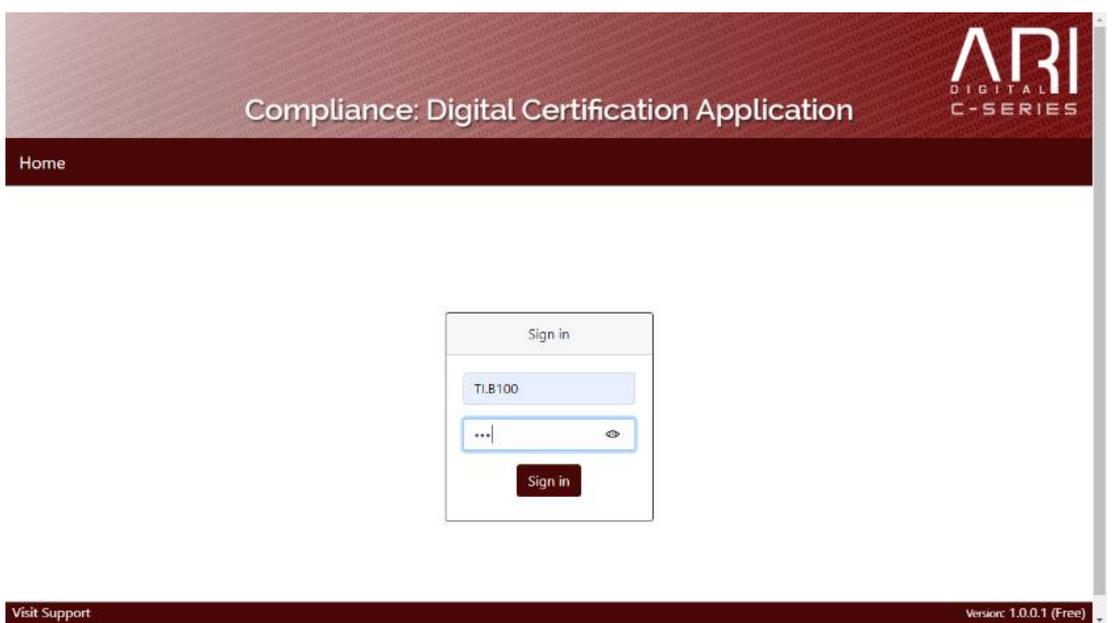
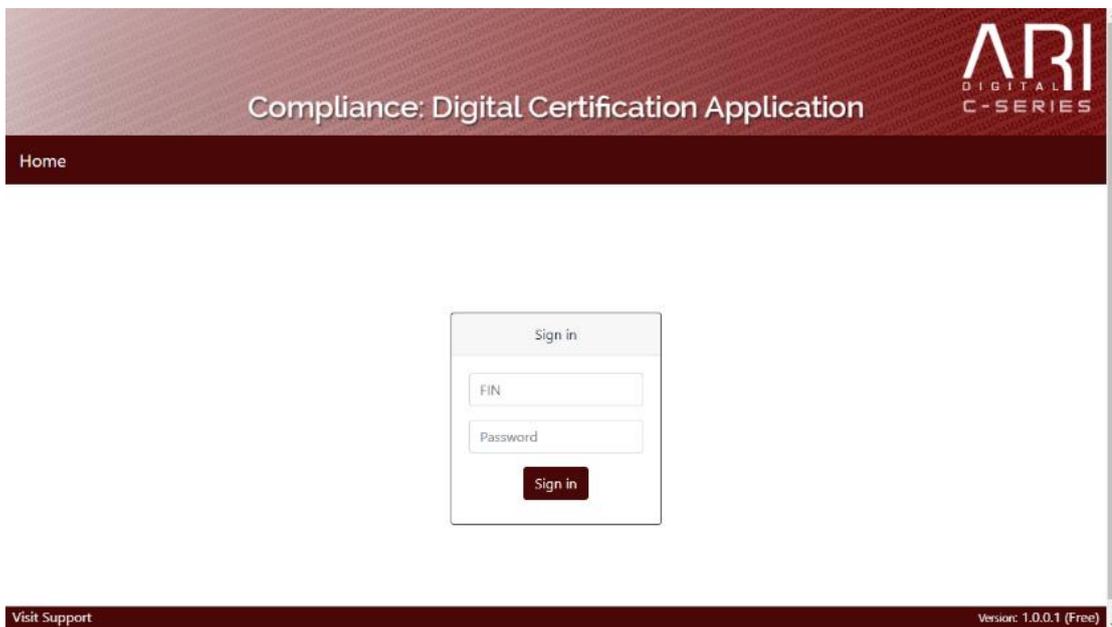
- i) Signature 1: Course-in-Charges
- ii) Signature 2: Principal of the MTI.

Signature 1 (Course-in-Charge) will be done BEFORE Signature 2 (Principal).

2.1 Signature 1: Course-in-Charge

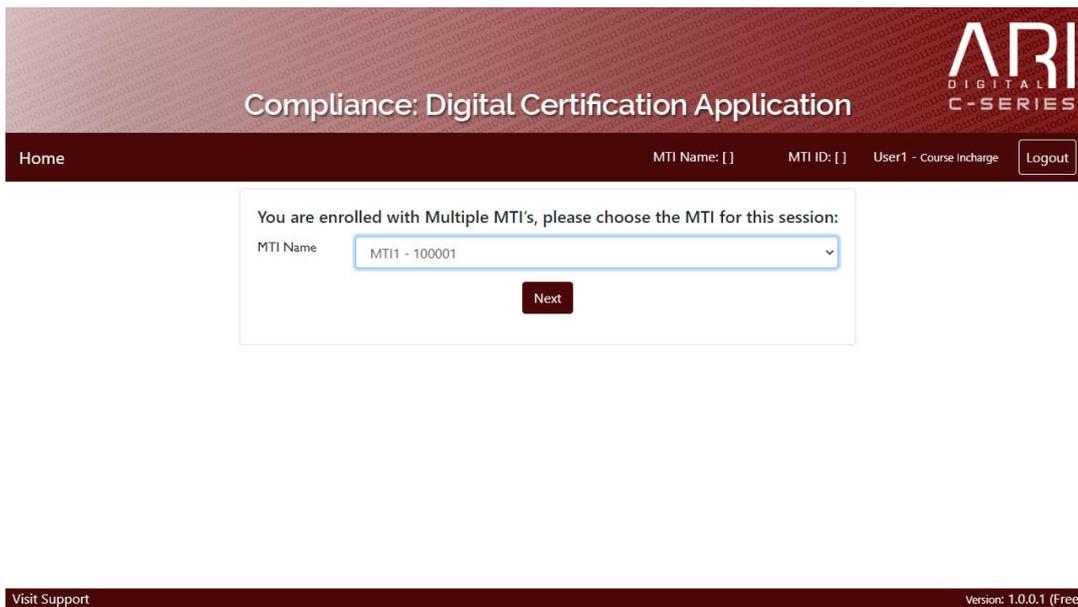
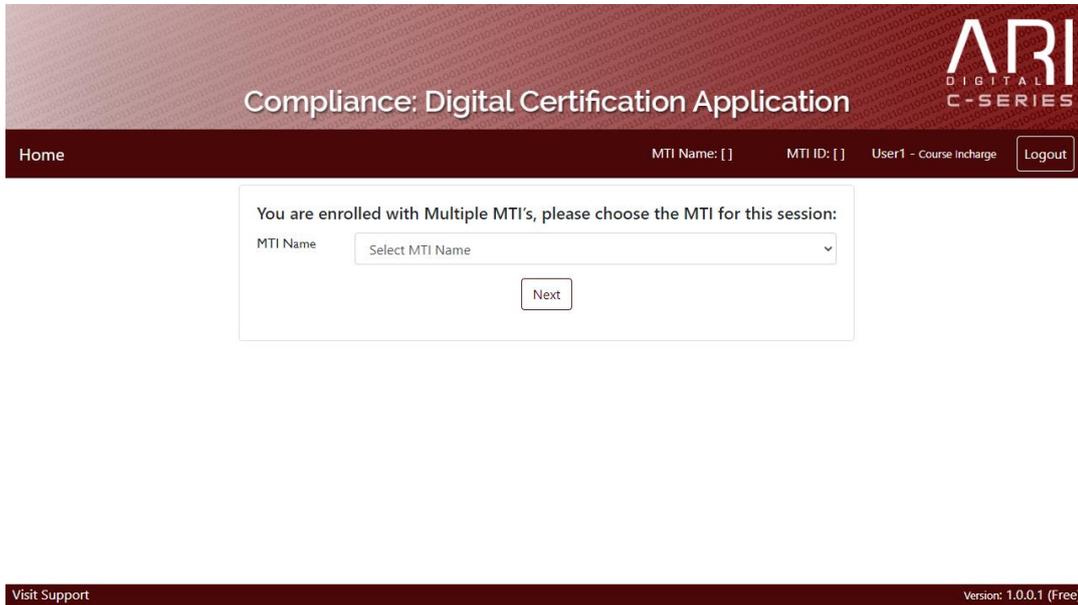
2.1.1 Login

The Course-in-Charge will login using his/her credentials.



2.1.2 Choose MTI

If a Course-in-Charge is enrolled with multiple MTI's, then he/she will have to choose the MTI on whose behalf he/she is Digitally Signing the certificates.



2.1.3 Select the Candidate

Select the Candidate whose Certificate is to be generated.

The Selection will be based on the Course Name, Start Date, Batch ID and the INDoS Number.

Click *Generate Certificate* to proceed with the certification signing process.

Compliance: Digital Certification Application

Home MTI Name: [MTI1] MTI ID: [100001] User1 - Course Incharge [Logout](#)

Course Name *

Start Date *

Batch ID *

INDoS No *

Select Batch ID

Select Batch ID

2

1

By clicking "generate certificate" you consent to proceed with the electronic transaction.

Visit Support Version: 1.0.0.1 (Free)

Compliance: Digital Certification Application

Home MTI Name: [MTI1] MTI ID: [100001] User1 - Course Incharge [Logout](#)

Course Name *

Start Date *

Batch ID *

INDoS No *

Select INDoS Number

Select INDoS Number

06EL1003

06EL1004

Visit Support Version: 1.0.0.1 (Free)

ARI
DIGITAL
C-SERIES

Compliance: Digital Certification Application

Home
MTI Name: [MT11]
MTI ID: [100001]
User1 - Course Incharge
Logout

Course Name *

Start Date *

Batch ID *

INDoS No *

By clicking "generate certificate" you consent to proceed with the electronic transaction.

Visit Support Version: 1.0.0.1 (Free)

Click *Generate Certificate* to proceed with the certification signing process.

2.1.4 Certificate Signature

The generated certificate is displayed.

ARI
DIGITAL
C-SERIES

Compliance: Digital Certification Application

Home
MTI Name: [MT11]
MTI ID: [100001]
User1 - Course Incharge
Logout

Preview Certificate

This certificate is issued under the authority of the Directorate General of Shipping, Ministry of Shipping, Government of India.

Date of Issue: 20/08/2020	Date of Expiry: 19/08/2025
 Signature of Candidate	Name and Signature of Course In-charge Mr. P.K Tripathi
 Signature of Dean / Principal Mr. Anand Kumar	

Visit Support
Version: 1.0.0.1 (Free)

Proceed with the Digital Signature process only if all details in the Certificate are correct and have been validated.

Signature of Candidate

Name and Signature of Course In-charge
Mr. P.K Tripathi

Name and Signature of Dean / Principal
Mr. Anand Kumar

Please check all the data in the Certificate.
Sign only if all data in the Certificate is correct.

Select Signature * Select signature...

By clicking "sign/ submit" you consent to proceed with the electronic transaction.
Please only proceed further if your correct token is inserted and your valid digital token certificate exists on your machine/Microsoft certificate store.

Sign/Submit

Visit Support Version: 1.0.0.1 (Free)

Choose the Digital Signature that you want to use for the signing. If multiple signatures exist on your system, kindly choose the appropriate one.

Signature of Candidate

Name and Signature of Course In-charge
Mr. P.K Tripathi

Name and Signature of Dean / Principal
Mr. Anand Kumar

Please check all the data in the Certificate.
Sign only if all data in the Certificate is correct.

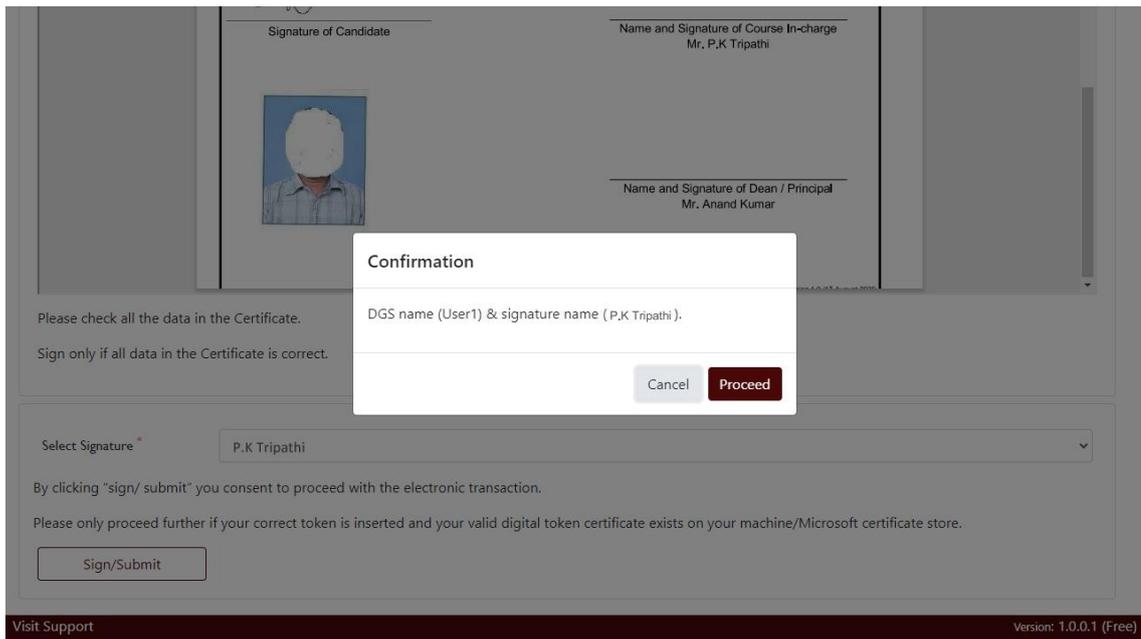
Select Signature * P.K Tripathi

By clicking "sign/ submit" you consent to proceed with the electronic transaction.
Please only proceed further if your correct token is inserted and your valid digital token certificate exists on your machine/Microsoft certificate store.

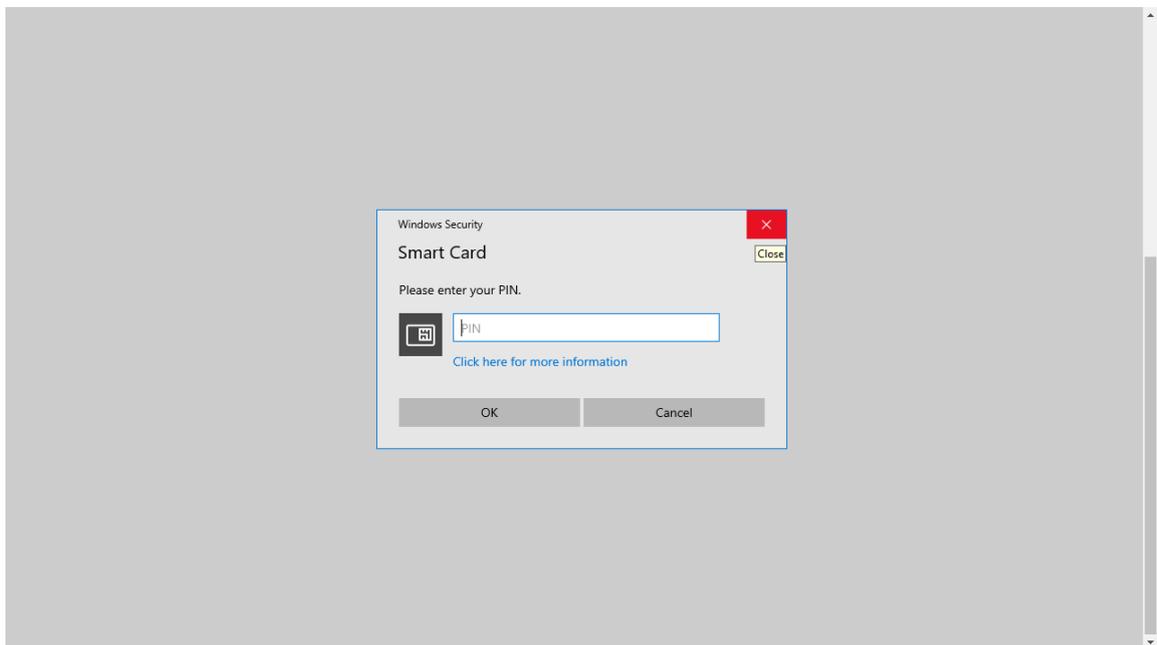
Sign/Submit

Visit Support Version: 1.0.0.1 (Free)

Confirm the Signature that you have chosen for the Course Coordinate signature.



Enter the PIN associated with the Digital Signature.



Please proceed to *Sign/Submit* the Certificate.

Compliance: Digital Certification Application

Home MTI Name: [MTI1] MTI ID: [100001] User1 - Course Incharge Logout

Signed Certificate

Message
Certificate successfully signed.

ABC INSTITUTE
City
MTI No. : 400000
@tute.com

Certificate No. : 10011118200011

THIS IS TO CERTIFY THAT Kumar Rakesh

Date of Birth 11/08/1981 (dd/mm/yyyy)

Indian National Database of Seafarers (INDoS No.) SR_N0001

has successfully completed a "Training Course" held from ----- to ----- for

Refresher Training for Certificate of Proficiency in Advanced Fire Fighting

Visit Support Version: 1.0.0.1 (Free)

Compliance: Digital Certification Application

Home MTI Name: [MTI1] MTI ID: [100001] User1 - Course Incharge Logout

Signed Certificate

column 1 of table A-VI/3 of STCW Convention, 1978, as amended.

This certificate is issued under the authority of the Directorate General of Shipping, Ministry of Shipping, Government of India.

Date of Issue: 20/08/2020 Date of Expiry: 19/08/2025


Signature of Candidate



Digitally signed by P.K.Tripathi
Date: 2020.08.26 17:37:34 +05:30

Name and Signature of Course In-charge
Mr. P.K. Tripathi

Name and Signature of Dean / Principal
Mr. Anand Kumar

Visit Support Version: 1.0.0.1 (Free)

Home MTI Name: [MTI1] MTI ID: [100001] User1 - Course Incharge Logout

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column 1 of table A-VI/3 of STCW Convention, 1978, as amended.

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Signature of Candidate

Digitally signed by P.K.Tripathi
Date: 2020.08.26 17:37:34 +05:30
Name and Signature of Course In-charge
Mr. P.K.Tripathi


Name and Signature of Dean / Principal
Mr. Anand Kumar

Next

Visit Support Version: 1.0.0.1 (Free)

ARI DIGITAL C-SERIES

Compliance: Digital Certification Application

Home MTI Name: [MTI1] MTI ID: [100001] User1 - Course Incharge Logout

You are enrolled with Multiple MTI's, please choose the MTI for this session:

MTI Name

Message

Signed certificate successfully processed.

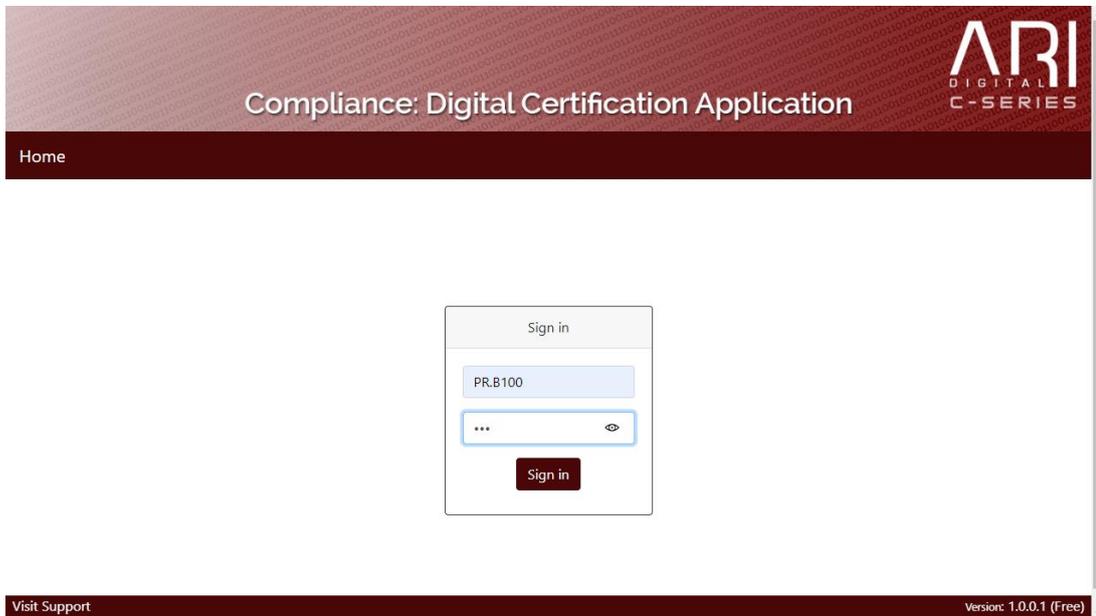
Visit Support Version: 1.0.0.1 (Free)

2.2 Signature 2: Principal

Signature 2 (The Principal) will be done ONLY after Signature 1 (Course-in-Charge) is complete

2.2.1 Login

The Principal of the MTI, will need to Login using the credentials that have been provided.



2.2.2 Certificate Signature

The rest of the process is similar to the Course-in-Charge.



3 SUPPORT

- Please e-mail all support related queries to dcasupport@aridigital.com.
- Please ensure that you mention the following in your email:
 - Your MTI
 - Your Name
 - Your Mobile Number
 - Your Email Address
 - Your Role (Course In-Charge or Principal)
 - Your FIN
 - Your DSC Vendor
 - Year of purchase of your DSC Token
 - The Windows Operating System that you are using
 - Description of the problem