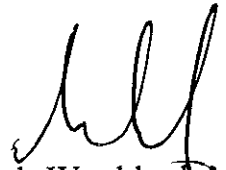


Authorized by the Chief Examiners of Engineers	Examination, Assessment & Certification (EAC) Branch	IS/ISO Clause No. 7.5.1
	Subject: Procedure for online application for issuance of Certificate of Competency (CoC) for MEO Class – IV.	ENGG. Circular No. 142 of 2017
	File No: ENG/EXAM/CIRC-25(1)/2017	Dated:- 23.10.2017

**[Subject: Procedure for online application for issuance of Certificate of Competency (CoC) for MEO Class – IV.]**

1. Noting that there has been phenomenal success in expeditiously issuing Certificate of Competency (CoC) to MEO Class – I and MEO Class – II candidate upon passing the examination.
2. The Directorate desires to extend the online application facility to MEO Class – IV candidate through the ePariksha module.
3. The Directorate therefore prescribes the following procedure for on-line submission of CoC application, review, approval and issuance of CoC to candidates who have successfully passed their MEO Class-IV grade of engineering examination. For issuance of CoC for other engineering grades the existing procedure shall continue till further orders.
4. **Procedure for submission of on-line application for issuance of MEO Class-IV CoC by CANDIDATE**
  - Login to account using ePariksha Login credentials
  - Click on Certification tab and then select Fee Detail subtab. Click on pay button which will redirect to bill desk and pay the fee for COC application.
  - After the payment, click on the COC Application Form subtab.
  - Click on page 2 at the bottom of the application form.
  - Click on the submit button at the bottom of the page 2 to apply for COC.
  - Click on the Print Option to print the COC application form in case you wish to keep a hard copy of CoC application.

- The CoC shall be dispatched by speed post and the applicant will receive a confirmatory mail including speed post tracking details.
  - In case a query is raised and application is kept on hold, answer the query satisfactorily and resubmit. The query should be answered in two working days failing which the submitted application shall be deemed to be rejected and the candidate has to apply afresh.
  - Candidate desiring to have his EXN-45 booklet may collect the same from MMD as per his convenience.
5. The examiner of engineers at the MMD examination centre shall review the application submitted by the candidate. If any deficiency is noted, same is mentioned in the remarks column and application kept on hold until the candidate complies with the noted deficiency. If the application is found satisfactory, the examiner of engineers shall forward it to the Directorate.
6. The application of the candidate is approved at the Directorate and the CoC is sent by speed post to the candidate.
7. The Directorate has made it mandatory for successful candidates of MEO Class-IV to follow the above online procedure for applying for MEO Class-IV CoC with effect from 30 / 10 / 2017. Physical submission of CoC application at MMD for MEO Class – IV shall not be entertained from 30 / 10 / 2017.
8. This issues with the approval of the Competent Authority.



(Ashish Wankhede)

Engineer & Ship Surveyor-cum-DDG {Tech}

To;

1. The Principal Officer, Mercantile Marine Department, Mumbai / Chennai / Kolkata / Kochi / Kandla.

2. The Surveyor-In-Charge, Mercantile Marine Department, Noida/  
Visakhapatnam.
3. INSA / FOSMA / MASSA / ICSSA / MUI / IMEI.
4. AD (OL), Hindi Cell, with a request to translate this circular in Hindi &  
upload on DGS website.
5. Engineering Branch / Nautical Branch/ Naval Architecture Branch /  
Training Branch.
6. The Computer Cell, DGS, GOI with a request to upload this circular on the  
official website.
7. E-governance Cell, DGS, GOI
8. Sr. PS to DG(S) - for information
9. Sr. PS to CS/NA – for information