

## Appendix A

### FORM - A

## APPLICATION FORM FOR FRESH CDC - INSTRUCTIONS

### GENERAL INSTRUCTIONS :

- Use capital letters only
- Use Black/Blue ball point pen only
- Avoid over writing
- Specimen signature should be strictly within the box without touching the boundaries
- Envelope containing the application should clearly indicate the category of CDC applied for, on the top left hand side in block letters.
- Column No. 1 to 17 and Declaration / List of Enclosures and Specimen Signatures are common to all applicants, which are to be completed and forwarded. Column No. 18 (a to d) is applicable depending on the category of CDC being applied for and only the concerned entries relevant to the applicant may be filled-in and forwarded.
- All individual applications must be sent in the given format. Applications sent in any other format are liable to be rejected.
- **NO APPLICATION WILL BE ACCEPTED IN PERSON**
- Applications can be sent by Registered A/D / Speed post / Courier service to any one of the Shipping Masters, at the address mentioned below:
  - (i) The Shipping Master, Government Shipping Office, Nau Bhavan, 10, R.K.Marg, Ballard Estate, Mumbai – 400 001. (Phone No.022-2697971/2697972, Fax No.022-2693053, Email: smmt498@bom3.vsnl.net.in).
  - (ii) The Shipping Master, Government Shipping Office, Marine House, Hastings, Kolkata –700 022 (Phone No. 033-2230517/27, Fax No.033-2210108, Email: sm@mmdkolkata.gov.in)
  - (iii) The Shipping Master, Anchor Gate Building, III Floor, Rajaji Salai, Chennai – 600 001, (Phone No. 044-5229674, Fax No. 044-5268550, Email: swosmchennai@vsnl.net)

### ***ISSUE OF CDC DOES NOT GUARANTEE A JOB, WHICH IS THE PREROGATIVE OF THE EMPLOYERS***

### **SPECIFIC INSTRUCTIONS AND GENERAL INFORMATION FOR OBTAINING CDC**

1. Instructions to the applicants and General information about CDC may be retained by the applicant and are not be sent along with the application.
2. CDCs in respect of Cadets, TMEs, Petty Officers and Ratings who have undergone courses approved by DGS shall be forwarded by the Training Institutes in accordance with the M.S. Notice 18 of 2002 dated 5<sup>th</sup> September, 2002. Individual applications in respect of these candidates will not be entertained by the Shipping Masters.

3. Applications for CDCs based on experience on board foreign going vessels (indicated at Sr. No. 18 (d)) shall be accepted **only up to 18<sup>th</sup> June, 2003.**
4. Xerox copies of relevant certificates / documents, as applicable, duly attested by a Gazetted Officer or Notary are to be enclosed along with the application. The Office Seal, Name, Designation and full address of the Attested Authority is required to be legibly affixed on the copies of documents/ Certificates being submitted.

**(NO ORIGINAL CERTIFICATES /DOCUMENTS ARE TO BE SENT ALONGWITH THE APPLICATION FORM. HOWEVER, THE SHIPPING MASTER IS AT LIBERTY TO DEMAND PRODUCTION OF ORIGINAL OF ANY OF THE DOCUMENTS / CERTIFICATES SUBMITTED BY THE APPLICANTS AND VERIFY THE SAME WITH THE ISSUING AUTHORITY, IF DEEMED NECESSARY BY HIM)**

**FOLLOWING ARE TO BE ENCLOSED ALONG WITH THE APPLICATION FORM IN ADDITION TO XEROX COPIES OF CERTIFICATES / DOCUMENTS.**

5. **Original medical fitness certificate.**
6. **Two passport size photographs (3.5 cm X 3.5 cm) in white shirt (in addition to the photo affixed). Name of the applicant should be written on reverse of the photographs).**
7. **One self-addressed Post Card with Rs.3/- (Rupees Three Only) postage stamp affixed**
8. **One self addressed envelope (size: 5"x12") with Rs.50/-(Rupees Fifty Only) postage stamp affixed to forward the CDC to the applicant by registered post with acknowledgement.**
9. **Account Payee Demand Draft for Rs.500/- ( for fresh CDC), drawn in favour of respective Shipping Master. Demand Draft should be kept on top of the application.**

Non-refundable fee **Rs. 500/- (Rupees Five Hundred only)** for CDC to be paid by Demand Draft drawn in favour of the concerned Shipping Master, at Mumbai / Kolkata / Chennai. **(Please write your name on the reverse side of the D.D. and PHOTOGRAPHS)**

**N.B.:** This form is available free of cost in all Government Shipping Offices and Offices of the Mercantile Marine Departments. The form can also be downloaded from **[www.dgshipping.com](http://www.dgshipping.com)**, **<http://dgshipping.nic.in>**, **[www.marxbulletin.com](http://www.marxbulletin.com)** and **[www.sailorbiz.com](http://www.sailorbiz.com)** . The list of Medical Examiners approved by DGS and courses approved by DGS are also available in all Government Shipping Offices/Mercantile Marine Departments and the same are also available at **[www.dgshipping.com](http://www.dgshipping.com)** and **<http://dgshipping.nic.in>** .

**Eligibility criteria for issuance of a CDC**

- 1 The applicant should be a citizen of India;
- 2 Eligibility for Certificated Officers -

- (A) Possession of a valid certificate of competency / service issued under Section 78 / 80 of the Merchant Shipping Act, 1958 or a Certificate recognized under Section 86 of the said Act.
- (B) Navigational Watch-keeping Officer (NCV), Marine Officer Class-IV and ex-Indian Naval Officer in possession of a Watch-keeping Certificate, who have completed written examination and are required to undergo on board training for appearing oral examination specifying the incumbent's rank or category.
- (C) Possession of a valid Certificate of competency issued by any foreign nation included in the white list of IMO.
- (D) The candidates who have passed written examination of Competency of Competency for foreign going in Engine / Deck conducted by Mercantile Marine Departments on the basis of their sea service on board foreign flag vessels and who are eligible to appear for oral examination after completion of additional sea service are also eligible for issue of CDC.

3) Eligibility conditions for applicants other than Certificated Officers:

Category	Age	Qualification
Ex-Naval ratings	Upto 45 years	Not applicable
Non-certificated Officers such as Purser / Ship's clerk,  Electrical officer and Electronic Officer	Between 18 and 40	A graduate with knowledge of accountancy and computer operation.  A Diploma or Degree in respective Branch from a Government recognized Polytechnic or recognized University

4. Cadets & TMEs who have undergone prescribed training by the Maritime Administration of any Foreign Nation included in the white list of IMO and are eligible to proceed to sea are also eligible for issue of CDCs.
5. All applicants should have undergone the four basic familiarization training courses prescribed vide sub-rule (1) of rule 33 of the Merchant Shipping (Standards of Training, Certification and Watch keeping for Seafarer's ) Rules, 1998

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**GOVERNMENT OF INDIA  
MINISTRY OF SHIPPING  
APPLICATION FORM FOR  
CONTINUOUS DISCHARGE CERTIFICATE-CUM-SEAFARER'S IDENTITY DOCUMENT  
(CDC)**

READ INSTRUCTIONS CAREFULLY BEFORE FILLING UP THE APPLICATION FORM.

**FOR OFFICE USE ONLY**

File No: _____
Remarks: _____
Name/Designation/signature of D.A. _____ Officer _____

<p><b><u>TO BE FILLED BY THE APPLICANT</u></b>  <b><u>All the columns are to be filled neatly in BLOCK LETTERS</u></b>                  (Use only A4 size paper for the format and enclosures).</p>	<p><b><u>Affix here a recent</u></b>  <b><u>Passport size</u></b>  <b><u>(3.5 Cm x 3.5 Cm)</u></b>  <b><u>Photograph of the</u></b>  <b><u>applicant in white</u></b>  <b><u>shirt</u></b></p>
<p><b><u>BANK DRAFT No:</u></b> _____ <b><u>Dated:</u></b> _____</p> <p><b><u>Amount:</u></b> _____ .</p> <p><b><u>Bank</u></b> _____</p> <p><b><u>Branch:</u></b> _____</p>	

<b>1. Name of the candidate:</b>	

(As entered in the Matriculation Certificate/Passport)

<b>2. Father's name:</b>	

<b>3. Sex</b>		<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>
<b>4. Date of Birth:</b>							

( as shown in SLC /Board Cert.)

<b>5. Nationality:</b>	<b>6. Place of Birth:</b>

<b>7. Valid Passport No:</b>	
<b>Place &amp; Date of Issue</b>	

**8. Permanent Address:**

<b>House No:</b>	
<b>Street:</b>	
<b>Village / Post Office / Tehsil</b>	
<b>Disriectt:</b>	
<b>State</b>	<b>PIN Code</b>
<b>Phone No. with STD Code</b>	







**DECLARATION**

1. I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/distorted.

2. I also affirm and declare that I have not previously been issued with a Continuous Discharge Certificate-cum-Seafarers Identity Document {CDC} and I have not submitted an application for CDC to any other Shipping Master in India.

3. I am aware that, if at any time, I am found to have concealed/distorted any material information and the Shipping Master has reasons to believe that I have obtained the CDC by presenting false or erroneous information, my CDC will be cancelled/suspended forthwith as per the provisions contained in Rule 10 of the Merchant Shipping (Continuous Discharge Certificate-cum-Seafarers Identity Document) Rules, 2001, as amended.

Place :.....

Signature of the Applicant:.....

Date :.....

Name of the Applicant:.....

**SPECIMEN SIGNATURES OF THE APPLICANT**

(Signatures are to be confined to each of the boxes)

1	2	3

List of Enclosures:-

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

● Strike out whichever is not applicable