

**APPLICATION FORM FOR EMPLOYMENT FOR GENERAL ROSTER RATINGS
(TO BE FILLED BY APPLICANT IN BLOCK LETTERS)**

Date: _____

| Employee's Personal Data | | | | | | | |
|--|--------------|------------|--|-----------------------|-----------------|-----------------------|--------------------|
| Full Name of Candidate | | | | Gender | Male/Female | | |
| Post Applied for | | | Mob. Nos. <input type="text"/> | 1. | 2. | | |
| Date of Birth | | | Age as on selection date (last date of application) | | | | <59 Years |
| AADHAR ID No. | | | PAN No. | | | | |
| INDOs No. | | | Yellow Fever Cert No. | | | | |
| | | | Date of Issue | Date of Expiry | Validity | | |
| INDIAN Passport No. | | | | | | | At least 15 months |
| INDIAN CDC No. | | | | | | | At least 12 months |
| Police Clearance Cert – At least DSP rank (Applicable for Off shore fleet) | | | | | | Not older than 6 M | |
| Sea Experience (Last Ship First) | | | | | | | |
| Name of Company | Name of Ship | Type | GRT | Rank | Period | | Total Sailing time |
| | | | | | From | To | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Type of Ship | Level | No. | | Date Of Issue | | Date of Expiry | |
| DCE Oil Tanker | | | | | | | |
| DCE Gas Tanker | | | | | | | |

DG Approved STCW courses

| No. | Course | Institute | Certificate No | DOI | DOE |
|-----|---|-----------|----------------|-----|-----|
| 1. | GP Rating Course | | | | |
| 2. | Saloon Rating Course | | | | |
| 3. | Personal Survival Techniques | | | | |
| 4. | Fire Prevention & Fire Fighting | | | | |
| 5. | Medical First Aid / Elementary First Aid | | | | |
| 6. | Personal Safety & Social Responsibilities | | | | |
| 7. | STSDSD | | | | |
| 8. | H2S/Passenger ship Familiarization | | | | |
| 9. | HUET/HLA/HLD/LNG Familiarization | | | | |
| 10. | Cook Course Certificate | | | | |
| 11. | Cookery Certificate (COC) | | | | |
| 12. | Navigational Watch keeping | | | | |
| 13. | COP for Navigational watch keeping | | | | |
| 14. | Engine Room Watch keeping | | | | |
| 15. | COP for Engine Room Watch keeping | | | | |
| 16. | COVID Vaccination Details | 1. | 2. | 3. | |

Declaration:-

I have read & understood the SCI advertisement for ratings including age, experience, qualification, priority criteria and general terms & conditions for candidates and I am eligible for the post applied. Further, I, hereby, undertake that the above information is accurate and complete to the best of my knowledge. I further undertake that in case of discrepancy, if any, in the above information, due to any reason whatsoever, SCI will not be held responsible for the same and my selection may be cancelled at any time/stage.

Signature & Date: _____



भारतीय नौवहन निगम लिमिटेड

The Shipping Corporation Of India Ltd.

Online General Roster Ratings Selection & Posting criteria for SCI Main Fleet & OSV Fleet

A. Age, and experience :-

1. Candidate age should not be more than 59 years (except trainee cook) on the date of selection.
2. Candidate must have sailing experience as follows:-

| Selection for type of Vessels | Minimum Tonnage Requirement for experience | Experience: on board |
|-------------------------------|--|-----------------------------|
| LNG/LPG/FSU/FSRU | GRT \geq 30000* | LNG/LPG/FSU/FSRU/Oil tanker |
| VLCC | GRT \geq 30000* | |
| Oil Tanker (other than VLCC) | GRT \geq 20000 ** | Any tanker or other vessel |
| Bulk/Container | GRT \geq 20000 # | Any Vessel |
| Passenger/RV/Home trade | GRT \geq 500 [#] | Any Vessel |
| OSV/MSV | GRT \geq 500 | Any vessel |
| MODU | GRT \geq 500 | OSV/MSV/MODU |

* In case of unavailability of experience of \geq 30000 GRT, the criteria may be reduced till \geq 20000 GRT after written concurrence of HOD.

** In case of unavailability of experience of \geq 20000 GRT, the criteria may be reduced till \geq 7000 GRT with preference of tanker experience after written concurrence of HOD.

#In case of unavailability of experience of \geq 20000 GRT on Bulk/Container, the criteria may be reduced till \geq 7000 GRT after written concurrence of HOD.

#In case of unavailability of experience of \geq 500 GRT on Pax/RV/HT, experience on any SCI owned/managed vessel in last 3 years may be considered after written concurrence from HOD.

Note:

1. If there is non-availability of required seafarers considering above relaxations, up to GRT 7000 for Gas carrier, VLCC & Tankers, seafarers of lesser GRT with experience may be shortlisted in chronological descending order as exceptional (Para K of SOP). Hence seafarers of lesser GRT may participate in the selection process.
2. If there is non-availability of required seafarers considering above relaxations, seafarers of lesser GRT with experience on SCI fleet may be shortlisted in chronological descending order as exceptional (Para K of SOP). Hence seafarers of lesser GRT of SCI fleet may participate in the selection process.

3. Further, Ratings must be experienced as follows:

- i. Must have at least six months on board rank experience for Main Fleet
- ii. Must have at least Nine months on board rank experience for OSV /MSV and 1 Year on board experience for MODU. Sailing experience only on MSV/OSV/MODU will be considered for MODU vessels.
- iii. Must have served on board vessels at least for six months in last three years from the date of selection except MODU. For MODU one year sailing in last 5 years is required.
- iv. Applicants who has signed off from last vessel – for more than 80 days are eligible for online application.

4. During selection, only if rank experienced ratings are not available then one rank lower ratings with experience and required documents may be considered, For Example:-

| Requirement | Substitute | Documents |
|----------------------|---|---|
| SHM/AB | SM/OS/Dk Rating/GP Rating | With Nav. watch keeping certificate |
| OS/ SM | DUH /Tr OS/ Tr Dk Rating / Tr GP Rating / Dk Trainee | With Nav. Watch keeping certificate |
| CCB | 2 nd Cook or Cook | With Cookery certificate |
| 2 nd Cook | 3 rd Cook/Tr. Cook/GS | With Cookery certificate |
| DGR / Oiler | ERR/Wiper/Eng. Rating/GP Rating | With ER watch keeping certificate |
| ERR / Wiper | Tr wiper/Eng Rating / GP Rating / ER Trainee | With ER watch keeping certificate |
| DUH | OS/DUH /Tr OS/ Tr Dk Rating / Tr GP Rating / Dk Trainee | With Nav. watch keeping certificate Or With ER watch keeping certificate |

B. Qualification criteria:-

1. Candidate must have completed DG approved GP Rating course (or Saloon Rating course for saloon crew) and as per DGS rule must have completed five basic modular courses (including STSDSD course) required for Seamen from DG approved institutes.
2. Ratings participating for selection must have following valid and original certificates/ documents in hand for verification:-
 - a. personnel documents:

| Document | Validity/Remark - Main Fleet Vessels | Validity/Remark – Off-shore Vessels |
|---|---|--|
| Indian Passport | At least 15 Months | At least 12 Months |
| Indian CDC | At least 12 Months | At least 12 Months |
| PAN CARD | As per GOI | As per GOI |
| ADHAAR Card (optional) | As per GOI | As per GOI |
| Bank Passbook/ cancelled Cheque | For salary transaction | For salary transaction |
| INDOS No. | As per DGS | As per DGS |
| Yellow Fever | PHO requirement | PHO requirement |
| Police clearance cert (PCC) Not below rank of D.S.P. | N A | 1. Not older than 6 months at the time of selection in case of New ONGC pass. 2. In case renewal of valid ONGC pass PCC should not be older than 3 months |

b. Mandatory Certificates as per STCW 2010 or STCW'1978 as amended

| Document – DG approved Courses | Validity: Main Fleet | Validity: offshore vessels |
|--|----------------------|----------------------------|
| 1. Fire Prevention & Fire-fighting | At least 12 Months | At least 12 Months* |
| 2. Personal survival Techniques | At least 12 Months | At least 12 Months* |
| 3. Elementary First Aid | At least 12 Months | At least 12 Months* |
| 4. Personal Safety & Social Responsibilities | At least 12 Months | At least 12 Months * |
| 5. Certificate of Proficiency in security training for seafarers with designated Security duties. (STSDSD) | NA | NA |
| 6. Navigational/Engine Room watch keeping cert without any limitation: for FG vessels | NA | NA |
| 7. Navigational/Engine Room watch keeping cert with or without limitation for vessels other than FG | NA | NA |

* ONGC required these certificates not to be older than 4 year.

c. Specialised vessel familiarisation course from DG approved institutes & should be in possession of certificates/DG endorsements as per DG rules for the vessels type for which requirement is published. List as follows:

For Main Fleet Vessels:-

| | | |
|------------------|--|--------------------|
| Mandatory Certs | Oil Tanker Familiarisation Course | At least 12 Months |
| | Dangerous Cargo Endorsement for Oil Tanker | At least 12 Months |
| Gas Tanker Cert. | Gas Tanker Familiarization Course. | At least 12 Months |
| | Dangerous Cargo Endorsement for Gas Tanker | At least 12 Months |
| LNG Tanker Cert. | LNG Familiarization Course | At least 12 Months |
| Passenger Vessel | Passenger vessel familiarization course | At least 12 Months |
| Saloon Ratings | DGS approved saloon rating course | NA |
| Cook | Cookery course | NA |
| | COC – Cook (Cookery certificate) | At least 12 Months |

For offshore vessels:

| | | |
|-----------------|--|------------------------|
| Mandatory Certs | H2S certificate/DG Approved. | Not older than 4 years |
| | HUET for MSV & MODU vessels/DG Appr. | Not older than 4 years |
| | HLA certificate for MODU only/DG Appr. | Not older than 4 years |
| Saloon Ratings | DGS approved saloon rating course | NA |
| Cook | Cookery course | NA |
| | COC – Cook (Cookery certificate) | NA |

d. In case of premature sign-off from last vessel, rating must have valid reasons.

e. Must have updated master checker / Contract letter.

C. Priority criteria: -

Main Fleet:

If number of vacancies are less than the qualified candidates' then priority to be given in following order: -

- a. Those who have Certificate of proficiency-(Deck and Engine ratings).
- b. GS with COC (Cookery) shall be given preference.
- c. DUH with GP rating course and ER watch keeping certificate will be given preference
- d. Those who have under gone through Govt. approved ITI Courses and possess certificate for its successful completion – (Deck and Engine rating)
- e. Those who have done Approved welding Courses – Engine rating.
- f. Those who have completed SEP (Seafarers Enhancement Programme) successfully and have obtained certificate.
- g. Unemployed for maximum number of days (period) but within the criteria of having sailing of minimum 6 month in past 3 years.
- h. Have sailed on SCI Owned / managed vessels for the five complete contracts consecutively.
- i. Age seniority: Rating having more age shall be given priority

Off-shore Fleet:

If number of vacancies are less than the qualified candidates' then priority to be given in following order:

- a. Unemployed for maximum number of days (period) but within the criteria of having sailing of minimum 6 month in past 3 years.
- b. Age seniority: Rating having more age shall be given priority

D. Qualification/Eligibility/Age for Trainee Cooks :

This section is applicable only to trainee cook and following is the eligibility criteria for the selection of Trainee Cook.

1. Trainee cook selection shall be done along with other ratings selection.
2. During training on-board, the Trainee Cook will be paid stipend of Rs.5000/ PM and will not be entitled for any other allowances except following:
 - a. Free boarding and lodging during on-board training.
 - b. Portage and Conveyance as per NMB Agreement for Seamen and will be paid only upon completion of on-board training.
 - c. In case of sickness, if any, whilst on-board, treatment will be provided as per applicable NMB agreement, but no illness wages will be paid.
3. At the time of joining vessel, trainee Cook will indemnify SCI by submitting an Indemnity Bond, with following conditions of "NO CLAIM" on SCI at any later stages:-
 - a. Trainee Cooks trained on SCI Vessels will have "NO Claim" on SCI whatsoever apart from stipend, free lodging & boarding during their on-board training and Portage & Conveyance for their employment after completion of their on-board period as trainee.
 - b. Trainee Cook trained on SCI vessels will have "No Claim" on SCI for their employment after completion of their on-board period as trainee.
4. Eligibility Criteria for trainee cook shall be as follows and as in order of:-
 - i. Having Indian CDC, Indian Passport, PAN Card, INDOS No., Adhaar Card, Yellow Fever Certificate.
 - ii. Having senior most Indian CDC holder by virtue of Date of issuance of CDC and CDC is not endorsed for any sailing in past.

- iii. Having fulfilled the minimum education qualification as required by DG Shipping for joining as Saloon Rating and Cookery Certificate along.
- iv. Having completed DGS Approved Saloon Rating Course with five basic modular courses (STCW-20 10) required for seaman from DG Shipping Approved institutes and should be in possession of (a) Fire Prevention and Fire Fighting (b) Personal Survival Techniques (c) Elementary First Aid (d) Personal Safety & Social Responsibility (e) Security Training for seafarers with Designated Security Duties. Candidate must be in possession of Oil, Chemical and Gas Tanker Familiarization Course and corresponding Dangerous Cargo Endorsements certificate as per DGS Rules.
- v. Having all original certificates / documents in possession and ready for verification at the time of selection.
- vi. Having completed 18 years of age and not more than 28 years of age on the date of selection.
- vii. Having Medical Fitness for sea services as per MS Medical Rules 2016 as amended (At the time of posting).

E. General Terms & Conditions for Candidates

1. Any false information provided by candidate shall lead to cancellation of selection.
2. No criminal cases must be pending at any of the courts, either Indian or abroad, against the candidate. Any other proven criminal or moral turpitude record will lead to cancellation of selection.
3. All service conditions will be as per existing NMB/CBA Agreement.
4. Employment on board will be purely on contractual basis, and the rating will not have any lien or claim for permanency in SCI by the virtue of this contract.
5. SCI will post the ratings on any of its owned /manned /managed vessels as per SCI's requirement. If need arise, ratings may be transferred to any other vessel owned / manned/ managed by SCI without any notice.
6. The article period of ratings is normally as follows:

| Type of vessel | Article Period |
|---|-----------------------|
| LNG/LPG | 9 Months |
| Tankers/Bulk/RV/passenger | 9 months |
| Trainee cook (Oil / Gas Tanker only) | 6 months |
| Off Shore Vessels | 90 days |

7. If the vessel is not at port and/or the rating could not be relieved, he will be required to continue on board the vessel until the vessel reaches a port where sign-on / sign-off can be done safely.
8. Selection will be valid for one contract period on main fleet vessels and in case of offshore vessels it shall be valid for maximum two contract periods within one year from the date of selection.
9. Ratings who have signed off on medical grounds or compassionate grounds from the Vessel will also have to go through the selection process again after being declared fit by a DGS

approved doctor. Ratings signing off on medical ground or compassionate ground repeatedly may not be selected.

F. Selection Procedure:

- Requirement of ratings is advertised on SCI website along with Annexure 3 (Application form), eligibility criteria and user Manual for applicants.
- Online applications are submitted by the applicants in standard format along with required uploaded documents.
- After short listing of candidates, all submitted documents are verified and if found ok then ratings are informed that the short listing is subject to fleet requirement, physical verification of original documents, medical fitness, Applicable DGS order/SOP and SCI approval.
- Depending upon vessel's schedule and requirements on board, shortlisted candidate is asked to report to nearest SCI office for physical verification of documents & certificates and to undergo medical examination.
- Shortlisted candidate shall undergo COVID 19 test at his residence before reporting to SCI office. This is to avoid any rejection at joining port and to prevent spread of COVID infection.
- After medical examination if medically fit ratings are allotted vessels and subsequently posted on vessels subject to completion of formalities (i.e. visa, verification of documents, port formalities etc. Any false information and criminal cases against candidate leads to cancellation of selection and candidate may be debarred for future selection.
- Employment on board is purely on contract basis, and the rating does not have any lien or claim for permanency in SCI by the virtue of this contract.