OSV-CREW DOCUMENTS CHECKLIST

Upload no. 1 in single pdf file no. 1		**CDC**	ALL PAGES INCLUDING STAMP PAGES OF LAST 9 MONTHS OF RELEVANT RANK EXPERIENCE
Upload no. 2 in single pdf file no. 2		**PASSPORT**	1st and Last Page
Upload no. 3 in single pdf file no. 3		**Annexure 3 Form from SCI website Fleet Personeel page**	
Upload no. 4 these 20 documents in single pdf file no. 4	i	**AADHAR CARD**	
	ii	**PAN CARD**	
	iii	**INDOS**	
	iv	**PST**	NOT OLDER THAN 4 YEARS & SHOULD NOT EXPIRE IN NEXT ONE YEAR
	v	**FPFF**	
	vi	**EFA**	
	vii	**PSSR**	
	viii	**STSDSD**	
	ix	**H2S**	NOT OLDER THAN 5 YEARS
	x	**HUET**	FOR MSV & MODU VSLS
	xi	**COP**	
	xii	**WATCHKEEPING**	
	xiii	**COOKERY CERTIFICATE**	MLC 2006 ONLY
	xiv	**HLA**	FOR MODU VSLS
	xv	**YELLOW FEVER**	
	xvi	**EXPERIENCE DOCUMENTS**	**(1)** AOA/CONTRACT OF LAST 9 MONTHS OF RELEVANT SAILING **(2)** FORM 3A OR MASTER CHECKER
	xvii	**CHEQUE**	PHOTOCOPY OF CHEQUE OF SAVING BANK ACCOUNT ONLY AND NAME OF SELF ON IT
	xviii	**MEDICAL**	**(1)** FRONT PAGE **(2)** DRUG-ALCOHOL PAGE
	xix	**PCC**	NOT OLDER THAN 6 MONTHS IN CASE OF NEW ONGC PASS IN CASE OF RENEWAL OF VALID ONGC PASS, PCC SHOULD NOT BE OLDER THAN 3 YEARS
	xx	**ONGC PASS**	

IMPORTANT TERMS & CONDITIONS

ALL DOCUMENTS SHOULD BE VALID FOR NEXT ONE YEAR

ALL CERTIFICATES ONLY FROM DG APPROVED INSTITUTE ONLY,
ESPECIALLY H2S CERTIFICATE

RATINGS MUST HAVE SAILING OF :-
- SIX MONTHS IN LAST THREE YEARS FOR OSV & MSV
- ONE YEAR IN LAST FIVE YEARS FOR MODU

RATING SHOULD ALSO HAVE AN OVERALL 9 MONTHS OF RELEVANT RANK EXPERIENCE

EXPERIENCE ONLY ON VSLS ABOVE 500 GRT WILL BE CONSIDERED

TOTAL FOUR PDF FILES TO BE UPLOADED ON WEBSITE AS PER ABOVE INSTRUCTION

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
VLCC/LNG/LPG/FSU/FSRU	GRT > =10000	LNG/LPG/ FSRU/FSU/ Oil Tankers
Oil Tankers (other than VLCC)	GRT> =7000	Any vessel
Bulk/container	GRT> =5000	Any vessel
Passenger/RV/Home trade	GRT> =150	Any vessel
OSV/MSV	GRT> =500	Any vessel
MODU	GRT> =500	OSV/MSV/MODU

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.

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 15 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

कार्गो मंजिल तक पहुँचाए. जीवन को राह दिखाए • Transporting Goods. Transforming Lives

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		
	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. Those who have under gone through Govt. approved ITI Courses and possess certificate for its successful completion – (Deck and Engine rating)

    c. Those who have done Approved welding Courses – Engine rating.

    d. Those who have completed SEP (Seafarers Enhancement Programme) successfully and have obtained certificate.

    e. Unemployed for maximum number of days (period) but within the criteria of having sailing of minimum 6 month in past 3 years.

    f. Have sailed on SCI Owned / managed vessels for the five complete contracts consecutively.

    g. 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 SCl 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 25 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.

APPLICATION FORM FOR EMPLOYMENT FOR 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. No.	
Date of Birth		Age as on selection date		<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 15 months
Police Clearance Cert – At least DSP rank				Not older than 6 M

Sea Experience (Last Ship First)

Name of Company	Name of Ship	Type	GRT	Rank	Period From	Period To	Total Sailing time

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				

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: _____

<u>**User Manual for Filling Online Crew Application Form**</u>

1. Please check Advertisement Number, Type of vessel and the Last Date of Submission displayed on the top of the form before you start applying.

2. All fields with marked with * are mandatory.

3. First Name, Last Name: Name should be entered same as mentioned in the passport. Please note only alphabets and space character is allowed. Special Characters like @, *, & etc are not allowed

4. Mobile Number : This field must be of 10 digit and should not start with ZERO "0"

5. Email ID : This field must be in the standard format.

6. Home Town : In this field, Only alphabets and space is allowed. Special characters not allowed.

7. State : This mandatory field and must be selected from available dropdown list.

8. Passport No : Only Numbers and Alphabets are allowed. Special Characters not allowed

| Passport No * | ABC3456# | Only Numbers and Alphabets are allowed |

9. Passport Expiry Date : Please enter the date in DD-MM-YYYY format only. Passport must be valid for at least 15 months from the last date of application in case of Main Fleet recruitment or at least 12 months from the last date of application in case of OSV recruitment.

Passport Expiry Date *	24/06/2028	Please Enter a valid date in the format
	(DD-MM-YYYY)	
Passport Expiry Date *	24-06-2020	Passport should be valid for at least next 15
	months for Main Fleet.	

10. Rank : This mandatory field and must be selected from available dropdown list.

11. Experienced in Vessel Type: This mandatory field and must be selected from available dropdown list.

12. CDC No : Only Numbers and Alphabets are allowed. Special Characters not allowed.

| CDC No * | MUM769IO$$ | Only Alphabets and Number allowed. |

13. CDC Expiry Date : Please enter the date in DD-MM-YYYY format only. CDC must be valid for at least 15 months from the last date of application in case of Main Fleet recruitment or at least 12 months from the last date of application in case of OSV recruitment.

| CDC Expiry Date * | 02-07-2020 | CDC should be valid for at least next 15 |
| | months for Main Fleet. | |

14. Last Vessel : This mandatory field and must be selected from available Options.

15. Last Sign off Date : Please enter the date in DD-MM-YYYY format only. There must be 90 days of leave between Sign off date and last date of application in case of Main Fleet recruitment or 45 days of leave between Sign off date and last date of application in case of OSV recruitment.

| Last Sign Off Date * | 30-06-2020 | Minimum 90 days Leave required. |

16. Last Company and Vessel Name : Enter the last company name and last vessel name as mentioned in the format

| Last Company and Vessel Name * (To be entered in format Name of Company - Name of Vessel) | SCI Desh Abhiman |

17. Document Upload guidelines :
All documents must of the size be less than 3mb.
Only .jpg, .png, .doc, .docx, .pdf extension files allowed
Document No 1, 2 and 3 are mandatory.
Document No 4 must be attached as mentioned in the advertisement.

Upload your documents here : (File size should not exceed 3MB and Only .jpg .png .doc .docx .pdf extensions are allowed)

1. CDC * (At least first page, last page, sticker page, and pages showing latest 6 entries must be uploaded)	Choose File	SID Appl...546.pdf
2. Passport * (At least first page, last page, and page showing latest immigration entry must be uploaded)	Choose File	no file selected *Choose a file!*
3. Annexure 3 Form * (Filled Annexure 3 Form as provided at the end of Advertisement)	Choose File	no file selected *Choose a file!*
4. Other Certificates & Documents like STCW, PCC, as mandated in the Advertisement	Choose File	no file selected

18. Please check all the documents uploaded are correct.

Advertisement Number : FP_042020_98765	Selection For: Main Fleet	Last Date of Application: 02-06-2020

All fields marked * are mandatory

First Name *	JJ	Last Name *	Thomas
Mobile *	9888888888	Email	jj.thomas@ff.com
Home Town *	Mumbai	State *	Maharashtra
Passport No *	ABC34566	Passport Expiry Date *	24-06-2028
Rank *	DGR/OILER	Experienced in Vessel Type *	MSV/OSV/MODU
CDC No *	MUM769IO	CDC Expiry Date *	02-07-2028
Last Vessel *	●SCI ○Other	Last Sign Off Date *	30-06-2019
Last Company and Vessel Name * (To be entered in format Name of Company - Name of Vessel)	SCI Desh Abhiman		

File Name
MUM769IO_Annex3_ 61546.pdf
MUM769IO_CDC_ 61546.pdf
MUM769IO_Passport_ 61546.pdf

Delete Documents

☐ I JJ Thomas am applying against the advertised vacancy only after confirming my eligibility as per mandatory requirements specified in the advertisement and if the same is found to be false at any stage my application / shortlisting by SCI shall be liable for cancellation. I also understand that by merely applying here doesn't confer any right of employment / contract with SCI and if shortlisted by SCI, I agree to visit location specified by SCI for verification of originals and medical examination.

Submit   Cancel

19. Check all the information filled is correct and then check the final checkbox of declaration

☑ I JJ Thomas am applying against the advertised vacancy only after confirming my eligibility as per mandatory requirements specified in the advertisement and if the same is found to be false at any stage my application / shortlisting by SCI shall be liable for cancellation. I also understand that by merely applying here doesn't confer any right of employment / contract with SCI and if shortlisted by SCI, I agree to visit location specified by SCI for verification of originals and medical examination.

Submit   Cancel

20. Click "Submit" button.

भारतीय नौवहन निगम लिमिटेड
The Shipping Corporation Of India Ltd.

Advertisement Number : FP_042020_98765	Selection For: Main Fleet	Last Date of Application: 02-06-2020

All fields marked * are mandatory

First Name *	JJ	Last Name *	Thomas
Mobile *	9888888888	Email	jj.thomas@ff.com
Home Town *	Mumbai	State *	Maharashtra
Passport No *	ABC34566	Passport Expiry Date *	24-06-2028
Rank *	DGR/OILER	Experienced in Vessel Type *	MSV/OSV/MODU
CDC No *	MUM769IO	CDC Expiry Date *	02-07-2028
Last Vessel *	●SCI ○Other	Last Sign Off Date *	30-06-2019
Last Company and Vessel Name * (To be entered in format Name of Company - Name of Vessel)	SCI Desh Abhiman		

File Name
MUM769IO_Annex3_ 61546.pdf
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Submit   Cancel

21. Click "Ok"

भारतीय नौवहन निगम लिमिटेड
The Shipping Corporation Of India Ltd.

| Advertisement Number : FP_042020_98765 | Selection For: Main Fleet | Last Date of Application: 02-06-2020 |

All fields marked * are mandatory

First Name *	JJ	Last Name *	Thomas
Mobile *	9888888888	Email	jj.thomas@ff.com
Home Town *	Mumbai	State *	Maharashtra
Passport No *	ABC34566	Passport Expiry Date *	24-06-2028
Rank *	DGR/OILER		MSV/OSV/MODU
CDC No *	MUM769IO		02-07-2028
Last Vessel *	⦿SCI ◯Other		30-06-2019
Last Company and Vessel Name * (To be entered in format Name of Company - Name of Vessel)	SCI Desh Abhiman		

Do you want to save the details?

Cancel **OK**

| **File Name** |
| MUM769IO_Annex3_ 61546.pdf |
| MUM769IO_CDC_ 61546.pdf |
| MUM769IO_Passport_ 61546.pdf |

Delete Documents

☑ I JJ Thomas am applying against the advertised vacancy only after confirming my eligibility as per mandatory requirements specified in the advertisement and if the same is found to be false at any stage my application / shortlisting by SCI shall be liable for cancellation. I also understand that by merely applying here doesn't confer any right of employment / contract with SCI and if shortlisted by SCI, I agree to visit location specified by SCI for verification of originals and medical examination.

Submit   **Cancel**

22. Final message will be shown once the application is submitted.

Application for CDC No. and Advertisement No.
FP_042020_98765 has been submitted successfully.

Close