

MARINE ENGINEERING TRAINING INSTITUTE  
COCHIN SHIPYARD LIMITED  
KOCHI – 682 015

## Joining Instructions

Tel: 0484 – 250 1437 / 250 1223 Fax: 0484 - 2370897

Website: [www.cochinshipyard.com](http://www.cochinshipyard.com)

Email: [metihod@cochinshipyard.com](mailto:metihod@cochinshipyard.com)  
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**MARINE ENGINEERING TRAINING INSTITUTE  
KOCHI - 682 015**

**JOINING INSTRUCTIONS**

The Marine Engineering Training Institute (METI) commenced the Graduate Mechanical Engineers (GME) Course in 1993. This course is mandatory to become a junior Marine Engineer in Merchant Ships. The number of trainees for the batch commencing on 1<sup>st</sup> January is 108 and 1<sup>st</sup> August is 32, and the course is fully residential.

The METI is within the premises of Cochin Shipyard Limited (CSL). The Shipyard is situated at Perumanoor, M.G.Road, Ernakulam, Cochin (Kochi). It is 2 Kms from Ernakulam Junction Railway Station and 5 Kms from Ernakulam Town Railway Station. The Cochin International Airport is 30 Kms from the Shipyard. The City is well connected by Road, Rail and Air to the various parts of the country.

Please contact the Reception Centre at the North Gate (Ravipuram) of the Shipyard on arrival.



**JOINING INSTRUCTIONS**  
**Graduate Mechanical Engineering Training**  
**MARINE ENGINEERING TRAINING INSTITUTE**  
**COCHIN SHIPYARD LIMITED**  
**KOCHI - 682 015**

**1. Course Particulars**

- 1.1 Course : GME
- 1.2 Qualification : Degree in Mechanical Engg./  
Mechanical & Automation Engg./  
Naval Architecture ;  
approved by AICTE/ UGC
- 1.3 Course Duration : One Year
- 1.4 No. of Batch : 2 (January & August)
- 1.5 Date of Admissions : 15<sup>th</sup> November & 1<sup>st</sup> July  
(or next working day)
- 1.6 Date of Reporting at Hostel : 30/31 December, 30/31 July  
Date of commencement of Training : 1<sup>st</sup> January, 1<sup>st</sup> August
- 1.7 Number of Seats : 108 (January), 32 (August)
- 1.8 The course is approved by The Director General of Shipping (DGS), Govt. of India, as per the STCW 2010 convention.
- 1.9 Medium of Instruction : English
- 1.10 Class room instructions, Laboratory works, Workshop practices and Afloat training will be imparted as per the DGS approved syllabus in accordance with the International Maritime Organisation (IMO).
- 1.11 Written and Practical tests will be conducted from time to time and minimum pass marks 50% in each subject is required for the successful completion of the course.
- 1.12 Candidates have to maintain a Training Manual and, a Work Diary issued by METI.
- 1.13 All candidates should possess Passport (Indian) at the time of admission.



## 2. Course Fee

2.1 The total fee for the course is ₹ 3,00,000/-, including boarding & lodging. At the time of admission, the candidate shall pay total amount of ₹ 3,00,000/- (Three Lakhs only) by Demand Draft of any Nationalized Bank, in favor of “Cochin Shipyard Limited”, payable at Ernakulam. This includes Tuition fee, Study Materials, Library & Laboratory charges, Uniforms, Boarding and Lodging expenses, Swimming pool charges, Group Insurance and Student Membership of Institute of Marine Engineers. The course fee for female candidates is ₹ 2,20,000/-

2.2 The course fee includes fees towards four STCW modular courses, which the trainees have to undergo separately during/after completion of the course from METI. METI shall make arrangements for these courses. It also includes application fee for CDC, cost of TAR Book/Training Manual and Engine Room Simulator course.

Trainees have to pay ₹ 1,200/- (as of now) in favour of “MARITIME TRAINING TRUST – INDoS ACCOUNT” payable at MUMBAI, as INDoS application fee to INDoS Cell, AFTER JOINING THE COURSE.

2.3 Candidates will not be paid any stipend during the training.

2.4 If a candidate, after joining the training course, withdraws from the training or is expelled on disciplinary grounds, he shall not be eligible for any refund of fees.

## 3. Entry Standard/Eligibility

3.1 Candidates should be of Indian Nationality.

Female candidates shall be admitted, provided there are at least two candidates.

Provision exists for a maximum of eight Female candidates.

3.2 The age limit for selection is 28 years as on the date of commencement of the course.

3.3 The Educational standards presently specified by the Administration is a pass in Degree in Mechanical Engineering or in Naval Architecture from a recognized university with minimum 50% marks and the course approved by the All India Council for Technical Education (AICTE) or UGC.(Degree certificate like Mechanical Engineering (Sandwich Course),



Mechanical Engineering (CAD, CAM) Naval Architecture & Ship Building etc., are not acceptable to DG Shipping). Approval of their Degree by DG Shipping is the responsibility of the candidate.

These candidates are eligible for exemption of Part A of MEO Class IV and Class II, Certificate of Competency from the DG Shipping, after successful completion of GME Course.

Degree in Mechanical & Automation is also acceptable for admission, but these candidates have to pass the Heat Engines (written paper) for Part A of MEO Class IV and Thermodynamics and Heat Transmission (written paper) for Part A of MEO Class II, after successful completion of the GME Course.

- 3.4 The candidate should have 50 % of marks in English in any of the following Examination - X<sup>th</sup>, XII<sup>th</sup>, Diploma, Degree.
- 3.5 The candidate joining the course must be in sound health and shall produce a medical fitness certificate from a DG shipping approved Medical Practitioner in the approved format. The list of approved medical practitioners are given in DG Shipping website [www.dgshipping.com](http://www.dgshipping.com) (Shipping Notices – M S Notice 14 of 2011). Medical Certificate shall have validity for 15 months from commencement of the course. (Format of Medical Certificate is attached below). Apart from mental and physical fitness, following basic norms are to be satisfied:
- a) Height & Weight :- Minimum 157 cms with correlated weight and proportionate chest.
  - b) Eye Sight :- Candidate should have no abnormalities with eye sight. *Colour Blindness is not acceptable.*
  - c) Hearing :- Must be good, conforming to ILO. Convention 147.
- 3.6 The candidate must pass the psychological screening test (MMPE test) conducted on behalf of Directorate General of Shipping.
- 3.7 Normally, candidates sponsored by shipping companies are admitted. If any seats remain vacant after admitting sponsored candidates, selection will be done from non-sponsored candidates (Direct Application) as per the marks obtained in Engineering degree.



#### 4 Insurance

4.1 Selected candidates will be covered under Group Insurance Scheme for death and disability arising out of Training related work up to ₹ 1,00,000/- (Rupees one lakh only).

#### 5. Medical Facilities

5.1 In case the trainees fall sick during working time, the facilities for the First Aid are available in CSL Medical Centre. Cost of treatment required to be undergone at outside hospitals shall be borne by trainees.

#### 6. Agreement

6.1 Each candidate shall sign an agreement on Rs. 50/- Non-Judicial Stamp Paper, indemnifying METI and Cochin Shipyard against any claim arising during the tenure of training. *Format of the Agreement to be executed is attached below.*

6.2 Selected candidates have to submit a 'Police Verification Certificate' also, at the time of admission – *Format is attached below (or equivalent).*

#### 7. Conduct & Discipline

7.1. The Trainees shall abide by the rules and regulations of METI. A copy of "Standing Orders & Conduct and Discipline Rules for Marine Engineering Trainees" will be handed over to trainees. Also copy will be kept in the Library & in the Hostel for reference.

#### 7.2 Ban on ragging:

Strict measures shall be enforced to prevent ragging. Strict, prompt, and strongest possible action shall be taken against anyone indulging in ragging. In all cases, the benefit of doubt shall be given to the victim of ragging. A record of all cases of ragging, however minor, and the action taken thereon by the METI shall be maintained. All cases of ragging shall be reported to DGS immediately.



### **7.3 Ban on alcohol, tobacco and drugs:**

Abstinence from alcohol, tobacco and drugs, except medicinal drugs specifically prescribed for a candidate to cure a current ailment, shall be strictly enforced. Infringement of this requirement shall be considered a serious misconduct by candidate.

## **8. Boarding & Lodging**

- 8.1 Boarding and lodging is provided by METI, the cost of which is included in the course fee.
- 8.2 A personal locker is provided in the hostel for keeping the belongings. Safe custody of all personal belongings shall be the responsibility of the trainee.
- 8.3 Hostel facilities will be available from 30<sup>th</sup> December or 30<sup>th</sup> July, and all trainees should report on 30/31<sup>st</sup> December or 30/31<sup>st</sup> July.

## **9. Certificates & Documents to be produced at the time of Admission**

- 9.1 Following self-attested copies of Certificates, with originals for verification.  
(upto (h) – 2 sets, upto (j) – 3<sup>rd</sup> set, remaining – 4<sup>th</sup> set)

Each set should be arranged in the following sequence:-

- (a) Degree/ Provisional Certificate (3 copies)
- (b) AICTE approval letter from college / UGC approval letter from University - with approval No. & date (3 copies)  
(Format of AICTE approval is attached below)
- (c) Consolidated Mark list or Mark sheets of all Sem - 3 sets
- (d) English marks in X<sup>th</sup> or XII<sup>th</sup> (4 copies)
- (e) Medical cert. Original + 2 copies, (validity for 15 months from starting of course, with photo)
- (f) Passport (4 copies)
- (g) Age proof (4 copies) (transfer certificate not acceptable)
- (h) Caste cert. for reserved categories (3 copies)  
(SCI & UTL only if age relaxation is availed)
- (i) School verification certificate (original)
- (j) Certificate from nearest police station (original)
- (k) Colour photograph (with white shirt and white background clearly showing face and ear) Size 3.0 x 2.5 cm (30 nos.)
- (l) METI application form (application form to be completed with photograph. No columns to be left blank) and sponsorship letter to be submitted.
- (m) Agreement (Rs. 50/- stamp paper)
- (n) Application for identity card
- (o) Trainees record sheet



- 9.2 Colour photographs with white shirt, white background clearly showing face and ear (Colour Shirt/T-shirt/Round Neck/Cap & Tie etc. not allowed).

3.0 cm x 2.5 cm - 30 Nos.

(Size of the photograph to be strictly adhered)

- 9.3 All photocopies should be one-sided A4 size. Original Certificate will be returned after verification. Candidates are required to keep additional set of photocopies of all certificates for future requirements, during the Course.

## 10. Uniform & P.T. Dress

- 10.1 Trainees are to wear uniform prescribed by the Training Institute throughout the training Period. Following items will be provided by METI:-

### Working Dress: -

- |                   |   |  |
|-------------------|---|--|
| a) Safety Shoes   | : | 1 Pair   |
| b) Safety Helmets | : | 1 No. (To be returned<br>on Completion of<br>Training at METI) |

### Uniforms:

- |                                     |   |        |
|-------------------------------------|---|--------|
| a) White Shirt                      | : | 5 Nos. |
| b) Black trousers                   | : | 2 Nos. |
| c) White trouser (ceremonial dress) | : | 1 No.  |
| d) White Peak Cap                   | : | 1 No.  |
| e) Epaulettes                       | : | 1 Pair |

### P.T Dress: -

- |                              |   |                             |
|------------------------------|---|-----------------------------|
| f) Blue Shorts               | : | 2 Nos.                      |
| g) White Vests               | : | 2 Pairs                     |
| h) White Socks               | : | 2 Pairs                     |
| i) Swimming Trunk            | : | 1 No.                       |
| j) Bed Sheet (White)         | : | 4 Nos. (Sizes:137x229 cms.) |
| k) Pillow Covers (White)     | : | 2 Nos. (Sizes: 84x103 cms.) |
| l) Turkish white bath towels | : | 2 Nos.                      |
| m) Mattress Cover            | : | 1 No.                       |





## **11. Personal Effects**

11.1 The trainees will have to bring the following items at the time of joining the Course:

- a) Black Shoe (BATA ROY  
Model 824/6052 or Equivalent) : 01 Pair
- b) White Canvas PT shoes (BATA POWER  
MATCH Model 889/1044 or Equivalent) : 01 Pair
- c) Black Pants : 02 Nos.
- d) Boiler Suit, full sleeve, orange color, cotton : 03 Nos.
- e) Sleeping Suits (white) : 02 Pairs
- f) White Cotton Vest : 06 Nos.
- g) White Underpants : 06 Nos.
- h) White Handkerchiefs : 10 Nos.
- i) Bathroom Slippers : 01 Pair
- j) Shoe Brush : 01 No.
- k) Shoe Polish (Black) : 01 No.
- l) Shoe Polish (White/Blanco) : 01 No.
- m) Rain Coat : 01 No.
- n) Bath Robes : 02 Nos.

11.2 All expenses on personal toilet requisites, stationery and sundry requirements and personal laundry expenses are to be met by the trainees.

## **12. Drawing Instruments**

12.1 Trainees are required to bring one pocket calculator and engineering drawing instruments.



### 13. General Points

1. Gold Ornaments or other valuables are not allowed to be kept in the Hostel.
2. Trainees are advised not to keep more than Rs.500/- in cash with them. They may avail the services of State Bank of India counter and ATM operating in CSL premises.

The Trainees are advised to have SB Account with State Bank of India or its subsidiaries IN THEIR HOME TOWNS with ATM Card facility which can be used inside the CSL Campus.

3. Trainees are not allowed to use any kind of Electrical Apparatus in the Hostel.
4. Trainees are not allowed to use or keep motor vehicles for their use within the campus/hostel.
5. Basic type of Mobile phones may be used in Hostel only.  
(Camera, blue tooth etc. are not allowed)
6. Trainees are normally permitted 'shore leave' (short leave) to go out of campus only on Sundays between 0900 hrs. to 1900 hrs.
7. Trainees are not allowed to stay out at night under any circumstances.
8. Trainees are bound to abide by the rules and regulations made by METI from time to time. Any violation of the rules or any act of indiscipline on the part of a trainee may result in disciplinary action leading to dismissal from the METI.

### 14. Redressal

- 14.1 The Head of Department, METI, shall be the final appealing authority. The decision taken by the HOD shall be final and conclusive.

Sd/-

Jacob V Abraham  
Head of Department  
Marine Engineering Training Institute

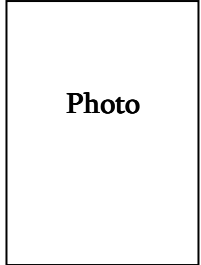


**MARINE ENGINEERING TRAINING INSTITUTE  
COCHIN SHIPYARD LTD  
COCHIN- 682 015**



**APPLICATION FORM FOR GME COURSE**

GME Batch No.....Slot No. ....



Photo

**A. Personal Particulars :**

**Full Name** : .....

**Nationality** : **Indian**

**Permanent Address** : .....  
.....  
.....

PIN 

--	--	--	--	--	--

**E-mail ID** : .....

**Tel. No.:**

--

**Mob. No.:**

--

**Sex:** M/F **Date of Birth:**

--	--	--	--	--	--	--	--

 (dd/mm/yyyy)

**Caste** : **SC/ST/OBC/General**

**Father's Name** : .....

**Address** : .....  
.....  
.....

**Name and Address of** : .....

**Local Guardian (If any)** .....  
.....

**Height** : ..... (cms) **Weight:** .....(kg)

**Blood Group** : 

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**Food** : **Veg / Non Veg**

**B. Educational Qualification:**

a) Name of school and year passing

(1) X : .....

(2) XII : .....

b) % of marks in English in X<sup>th</sup> or : .....

XII<sup>th</sup> Standard : .....

**Degree / Technical Education**

c) Name of Degree : .....

d) Branch and year of passing : .....

e) Name of the College & address : .....

.....

f) Name of University & address : .....

g) Duration of Course attended : .....

h) AICTE / UGC approval of College  
No. and date (Attach Proof) : .....

i) Total % of marks obtained : .....

**C) Other Details**

a) Name of the sponsoring company : .....

& address : .....

.....

Non Sponsored  : *I agree to do the course without Sponsorship.*

b) Details of passport : *No:.....Issued at .....*  
*on ..... Date of Expiry .....*

c) Do you know swimming : Yes / No

**D) Report of Medical fitness : Certificate of Fitness to be attached at the time of admission**

**Medical Examinations (seafarers)**

Fit
-----

**Validity till : .....**

*(As per Medical Examination Rules 2000 & ISM/STCW & ILO CONVENTION 147, under Annexure E & F of MS Rules 2000 from DG approved Doctor, validity 15 months from commencement of course).*

*I certify that all the informations given above by me are true to the best of my knowledge and belief.*

**Signature of the Candidate**

**Date: .....**

**Name: .....**

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**FOR OFFICE USE ONLY**

**Received and verified the application on .....**

**Admitted / not admitted.**

**Slot No:**

**Remarks**

**Signature of Admitting Officer**

*(On Rupees 50/- Stamp Paper)*

**A G R E E M E N T**

1. This agreement is made between Shri. ....  
S/o Shri. .... resident of .....  
..... Marine Engineering Trainee  
(hereinafter called the Trainee) of the one part and the Cochin Shipyard Limited, Cochin  
682015. A Government of India Enterprise, (hereinafter called the Shipyard) Which  
expression shall unless excluded by the context or the meaning thereof be deemed to be  
represented by the Head of Department (METI) or any person designated by the Cochin  
Shipyard Ltd, Cochin, of the other part.

2. Where as Trainee ..... Son of Shri. .... has  
at the request of the trainee been selected for the admission to the Marine Engineering  
Training Institute in Cochin Shipyard Ltd., (hereinafter called the Institute) for the  
purpose of receiving pre sea Marine Engineering Training, inter alia, on the terms and  
conditions hereinafter appearing.

3. Now it is hereby agreed and between the parties hereto as follows:

- a) That in consideration of the trainee being admitted to the Institute for the purpose of aforesaid Training course at request of the Trainee the Trainee covenants with the Shipyard that he will attend the Institute regularly and will observe and comply with all the rules and regulations thereof for the prescribed period, and that he, the trainee shall pay to the Shipyard promptly and whenever called up on to do so all the fees and the other cost as prescribed.
- b) That the Head of Department (METI) (or any person designated by the Shipyard), can, at any time, in the interest of the Institute, have the trainee removed from the Institute if in the Head of Department's (or any person designated by the Shipyard) sole discretion the trainee has failed to accept the discipline of the Institute and his continued presence is considered detrimental to the other trainee or the Institute.
- c) That the said trainee has been admitted on a specific understanding that he will be required to leave the Institute at any time during the training period if the Head of Department (or any person designated by the Shipyard) is of the opinion that his progress and attainment both in class and or otherwise are below the standard specified as requisite for admission and continuance of the said training at the Institute.
- d) That no fees partial or full will be refunded if the said trainee is required to leave the Institute during the training period for any aforesaid reasons including medical grounds or if he or his parent /Guardian wish to withdraw the trainee from the Institute prior to the completion of his training.
- e) That the trainee unilaterally and unconditionally holds harmless and hereby indemnifies the Shipyard and the Institute and its faculty staff who will not be liable for any damages/charges claims on account of injuries fatalities disabilities or any kind, or otherwise which may be sustained by the Trainee at any time during his training while taking part in studies, sports or any extra curricular or any other activities of the Institute with in or outside the Institute. The Trainee shall not be entitled to claim any compensation or other relief from the Institute in respect of any injury which he may sustain in the training of or as a result of the training or were infirmity or death results in the course of or as a result of surgical operation performed up on or anesthesia administrated to him for the treatment or any injury received as aforesaid or otherwise.

- f) That the trainee hereby undertakes to keep the Shipyard and Institute harmless and indemnified at all times against all losses damages that may be sustained by them and /or arising out of the action taken by the Shipyard or the Institute or any claim /proceeding or any litigation, penalty or action that may be brought against the Shipyard and the Institute or arising out of or connection with the said training or out of the action taken by the Shipyard or the Institute against the trainee for the infringement of any or all of the rules for training set out by the Institute.
  - g) The trainee undertakes to make a good to the Institute any damages caused by the trainee either wilfully or by negligence during the above mentioned training.
  - h) And if there is any dispute as to the effect or meaning of these presents or in any way touching or arising out of these presents the same shall be referred to the sole arbitration of the Cochin Shipyard Limited. Whose decision shall be final and binding on all the parties.
4. This agreement is subjected to the jurisdiction of Cochin or a place were the violation of the terms of the agreement take place in the option of the Cochin Shipyard Limited.
5. In witness where of the trainee ..... and the Head of Department (METI) (or any other person designated by the Cochin Shipyard Limited) have set their hands the day and the year written here below.

Signed and delivered by the Trainee  
 at..... on.....

Signed and delivered  
 for and on behalf of the  
 Cochin Shipyard Limited  
 Head of Department (METI)

**Witness 1**

**Witness 2**

Signature.....

Signature.....

Name:.....

Name:.....

Address.....

Address.....

.....

.....



## SCHEDULE IX

### Seafarers Medical Examination Report

<b>REPORT OF MEDICAL EXAMINATION OF SEAFARER BY AN APPROVED MEDICAL EXAMINER.</b>													
In compliance with Merchant Shipping Medical Examination Rules ( 2010), STCW code 1/9 and MLC Convention 2006 as amended													
Doctors Name													
Clinic Address													
Name: _____			Sex: _____		Serial No: _____								
Surname                      First Name                      Middle Initial													
Date of Birth:    /    /    PP/CDC/ Other ID					Rank: _____								
Ship's Name: _____			Type: _____		Route: _____								
Home Address: _____													
Company / Training Institute Name													
Medical Examination													
Height (cms)	Weight (Kgs)	BMI	Chest Insp-Exp _____ cms	Blood Pressure _____ mm. Hg	Pulse: Beats / min	Resp.Rate / min	General Condition						
<b>Distant Vision</b>	Uncorrected	Corrected	<b>Near Vision</b>	Uncorr.	Corr.	<b>Colour Vision</b>		<b>Field of Vision</b>	<b>Hearing</b>				
Right Eye			Right Eye			<input type="checkbox"/> Ishihara	<input type="checkbox"/> Normal	<input type="checkbox"/> Normal	Right Ear				
Left Eye			Left Eye			<input type="checkbox"/> Other	<input type="checkbox"/> Abnormal	<input type="checkbox"/> Restricted	Left Ear				
<b>Systemic Examination</b>	Normal	Abnormal	<b>Notes</b>					Normal	Abnormal				
Head & Neck							Respiratory system						
Eyes							Cardiovascular system						
Ears / Nose / Throat							Per Abdomen						
Teeth / Oral Cavity							Genito-urinary system						
Musculo-Skeletal system							Others						
Nervous system							Hernia / Hydroco ele	Yes	No				
Reflexes							Varicose Veins	Yes	No				
Skin							Fissure/Fistula/Piles	Yes	No				
Laboratory Investigations													
Test	Result	Range					Urine Test	Result	Test	Result	Range		
Haemoglobin	g/dl	11 - 16 g/dl	Colour		RBS / FBS	mg%	upto 130 mg%						
WBC count	c/mm <sup>3</sup>	3500 - 11000 c/mm <sup>3</sup>	Specific Gravity		S.G.O.T	U / L	upto 34 U/L						
Neutrophil	%	35 - 85 %	pH		S.G.P.T	U / L	upto 45 U/L						
Lymphocyte	%	15 - 50 %	Albumin		Cholesterol	mg%	upto 260 mg%						
Eosinophil	%	2 - 5 %	Sugar		Triglycerides	mg%	upto 200 mg%						
Basophil	%	0 - 1%	Bile pigment		Urea (BUN)	mg%	18 - 45 mg%						
Monocyte	%	upto 10 %	Bile salts		Creatinine	mg%	upto 120 mg%						
Platelets	l/mm <sup>3</sup>	15 - 3.5 lacs/mm <sup>3</sup>	Occult blood		GGTP	U / L	upto 50 U/L						
ESR	mm/hr	upto 15mm / hr	RBC cells		HIV I & II								
Blood group			Leucocytes		HbsAg								
Others			Others		VDRL								
Special Investigations													
X-Ray Chest							<b>Photograph</b>						
ECG													
Ultrasonography													
Audiometry													
Spirometry													
Drugs of Abuse													
Result of Medical Examination													
On the basis of the examinee's history, clinical examination and diagnostic tests, I,					Doctors Name _____, hereby declare that he / she								
is medically    Fit <input type="checkbox"/> Without Restriction <input type="checkbox"/> With Restriction <input type="checkbox"/> Unfit <input type="checkbox"/> Temporary Unfit <input type="checkbox"/> Permanent Unfit <input type="checkbox"/>													
Should be re-examined in _____ days / w eeks / months.													
Remarks / Recommendations / Restrictions													
Issue Date		Valid Till		Official Stamp			Medical Examiner's signature						

**(COLLEGE LETTER HEAD)**

---

Ref. No.....

Date:.....

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr....., Son of Mr.....was a bonafide student of this college during the period.....He has successfully passed the Degree Examination in.....held in the month of ....., and was placed in..... His Registration Number was.....

His conduct and character were good throughout his stay in this college.

Further certified that the said course and the college is approved by All India Council for Technical Education (AICTE), New Delhi vide their Letter No..... dated .....and the validity of the AICTE approval covers the entire duration of the degree course that the candidate attended.

**PRINCIPAL**

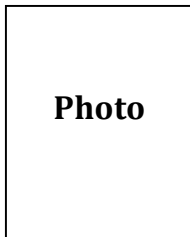
**College Seal**

**POLICE VERIFICATION CERTIFICATE**  
**(Format)**

No. ....

This is to certify that Shri. ....  
S/o Shri. ....is a resident of.....  
post.....police station .....  
district.....state.....His conduct has been  
verified by this police station. As per the records in the police station there is no complaint  
against him.

He is hereby issued a verification certificate to be nominated for GME training at  
Cochin Shipyard Limited.



Signature : .....

Designation : .....

Place :.....

Date :.....



**MARINE ENGINEERING TRAINING INSTITUTE, COCHIN SHIPYARD LIMITED, KOCHI - 15**  
**CHECK LIST FOR ADMISSION OF GME TRAINEES**

Name of the Course and Duration		Graduate Mechanical Engineering Training - One Year								
<b>TO BE FILLED BY THE CANDIDATE</b>										
Full Name										
Slot No.										
Sponsored By										
Date of Birth & Age a on commencement of course		D	D	M	M	Y	Y	Y	Y	Age
Passport Details		Passport No.		Date of Issue		Place of Issue				
Details of Demand Draft		Amount								
		Bank								
		DD No.								
		Date								
		Payable at								
<p><b>NOTE:</b> - All original certificates should be produced for verification. All Photocopies should be in A4 size. First 08 documents to be arranged in the same sequence as below in 2 sets and First 10 documents to be arranged in the same sequence as below as 3<sup>rd</sup> set. Other documents to be arranged as 4<sup>th</sup> set.          Additional Photocopies of all certificates to be kept with trainees for future use.</p>										
<b>FOR OFFICE USE</b>										
<b>SL NO.</b>	<b>ATTACHMENTS WITH APPLICATION</b>	<b>VERIFIED</b>	<b>REMARKS</b>							
01.	Degree/ Provisional Certificate (3 copies)		Mechanical		Mech. & Auto.		Naval Arch.			
02.	AICTE approval from college/UGC from University with approval No. & date (3 copies)									
03.	Consolidated Mark list or Mark sheets of all Sem - 3 sets									
04.	English marks in X <sup>th</sup> or XII <sup>th</sup> (4 copies)									
05.	Medical cert. Original + 2 copies, (validity for 15 months from starting of course, with photo)		Fit	Validity						
06.	Passport (4 copies)									
07.	Age proof (4 copies) (transfer certificate not acceptable)									
08.	Caste cert. for reserved categories (3 copies) (SCI & UTL only if age relaxation is availed)									
09.	School verification certificate (original)									
10.	Certificate from nearest police station (original)									
11.	Colour photograph (with white shirt and white background clearly showing face and ear) Size 3.0 x 2.5 cm (30 nos.)									
12.	METI application form (application form to be completed with photograph. No columns to be left blank) and sponsorship letter to be submitted.									
13.	Agreement (Rs. 50/- stamp paper)									
14.	Application for identity card									
15.	Trainees record sheet									
16.	Provisional admission letter issued by METI									

Admitting Officer  
Date :-