
**GENERAL INSTRUCTIONS TO CANDIDATES INTERESTED IN JOINING A BATCH OF ENGINE ROOM SIMULATOR
(MANAGEMENT LEVEL) COURSE
AT KUNJALI MARAKKAR SCHOOL OF MARINE ENGINEERING, CUSAT**

Hello,

Thank you for your interest in Engine Room Simulator (ERS) Management Level course at K M School of Marine Engineering. ERS (M) is a 5 days course. We have scheduled a batch of management level course starting from **05-12-22** and ending on **09-12-2022**. All sessions will be held at MTI in offline mode.

The course fee for ERS Management Level is **Rs 11,000.00/-** per candidate. Candidates who wish to enroll to this batch shall make the payment of fee **on or before 28-11-2022**. The fee shall be paid with **State Bank Collect**, through the following procedure:

1. Browse State Bank Collect
2. Select the state of institution
3. Select "Educational Institutions" from the dropdown under type of institution
4. Select the institution name (Kunjali Marakkar School of Marine Engineering) from the dropdown
5. Provide details of payment and fill all the personal details
6. Verify details and confirm the transaction
7. Choose the method of payment option (like net banking, debit card, UPI, etc.)
8. Please send us through Whatsapp +91 94952 75832, the proof of remittance done, like screenshot of "Payment Successful" message with date
9. Note: Fee once paid will not be refunded

Documents to be sent as soft copy on or before 28-11-2022:

As per the DGS regulations, MTI has to enter the batch details of students attending the simulator course well in advance before the commencement of the course. So kindly e-mail the scanned copies of the documents mentioned below **on or before 28-11-2022** to kmsme.ers@cusat.ac.in

1. CDC (To prove 12 months of sailing after acquiring Class IV COC)
2. INDoS Certificate
3. CoC (Relevant pages)

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4. Passport (Relevant pages)
 5. Recent passport size photograph
 6. Proof of fee remitted
 7. Self declaration regarding updating of personal profile

[\(Download the declaration template from here\)](#)

Candidates have to produce the originals of CDC, CoC, and Passport for verification at the institute, failing which the candidate shall be removed from the batch. In this case, the fee paid will not be refunded. Candidates are also requested to keep self attested photocopies of relevant pages of the documents (CDC, INDoS, CoC, Passport, Proof of Remittance, Self Declaration) for submission in college on the day of commencement of course. Also a Google form for collecting personal data will be sent to you in due course.

Candidates are hereby informed that they must update the photograph, name error correction, signature, etc. in their profile in e-Governance. Please refer to DGS Order 27 of 2020, 37 of 2020 and 07 of 2021 in this regard. In case your details do not turn up in the e-governance site while uploading the batch details you will not be admitted to the course. The personal details for the certificate will be taken from the seafarer's profile by the system.

Note: The batch will be cancelled if we don't have sufficient number of candidates, in that case the fee will be refunded.

Regards,

Course Coordinator-ERS