

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

Hello,

Thanks for your interest in the ERS (O) course at KMSME. Engine Room Simulator Course (Operational Level) is a 3 day course. We have scheduled a batch of operational level course starting from 14-12-2022 and ending on 16-12-2022. All sessions will be held in offline mode at MTI.

The course fee for ERS Operational Level is Rs 8,000.00/- per candidate. The fee shall be paid through State Bank Collect using 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 name of the institution as Kunjali Marakkar School of Marine Engineering from the dropdown
5. Provide details of payment and fill all the required fields
6. Verify details and confirm the transaction
7. Choose the method of payment option (like net banking, debit card, UPI, etc.)
8. Candidates who wish to enroll to this batch shall make the payment of fee on or before 07-12-2022
9. Please send us through Whatsapp +91 94952 75832, the proof of remittance done, like screenshot of “Payment Successful” message with date
10. **Note: Fee once paid will not be refunded**

Documents to be sent as soft copy on or before 08-12-2022:

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 email the scanned copies of the documents mentioned above on or before 08-12-2022 to kmsme.ers@cusat.ac.in

1. CDC [To prove 6 months of sailing as assistant to the watch keeping engineer [As 5th Engineer/Trainee Engineer/Junior Engineer]]
2. INDoS Certificate
3. PASSPORT (Relevant Pages)
4. Recent Passport Size Photograph (One copy)
5. Proof of remittance
6. Self declaration regarding the updation of personal profile

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

The candidate has to produce all the below listed documents at the institute in original form, for verification on the day of commencement of the course, failing which the candidate shall be removed from the batch. In this case, the fee paid will not be refunded.

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 do not have sufficient number of candidates, in that case the fee will be refunded.

Thanks and Regards,

Biswajit. H. (Mobile: +91 94952 75832),

Course Coordinator (ERS),

KMSME, CUSAT