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**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 KMSME. ERS Management Level is a 5 days course. We have scheduled a batch of management level course starting from **09-10-23** and ending on **13-10-2023**. 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 03-10-2023**. 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 as 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 (Net banking, Debit card, UPI, etc.)
8. **Please send us through Whatsapp +91 94952 75832, the proof of remittance done like the 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 03-10-23:**

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 03-10-23** to **[kmsme.ers@cusat.ac.in](mailto: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. BSID
  5. Passport (Relevant pages)
  6. Recent passport size photograph
  7. Proof of fee remitted

Candidates have to produce the originals of CDC, CoC, BSID, 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 all the documents, on the day of commencement of 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.

As per DGS Crew Circular No. 23 of 2022, the seafarers should be in possession of BSIDs (Seafarer's Bio- metric Identity Document) prior applying for admission to all Competency, Simulator & Modular Courses except Basic Safety Training (BST), Security Training for Seafarer with Designated Security Duties (STSDSD) which are required for issuance of CDC and BSID.

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

Regards,  
Biswajit H.  
ERS Course Coordinator