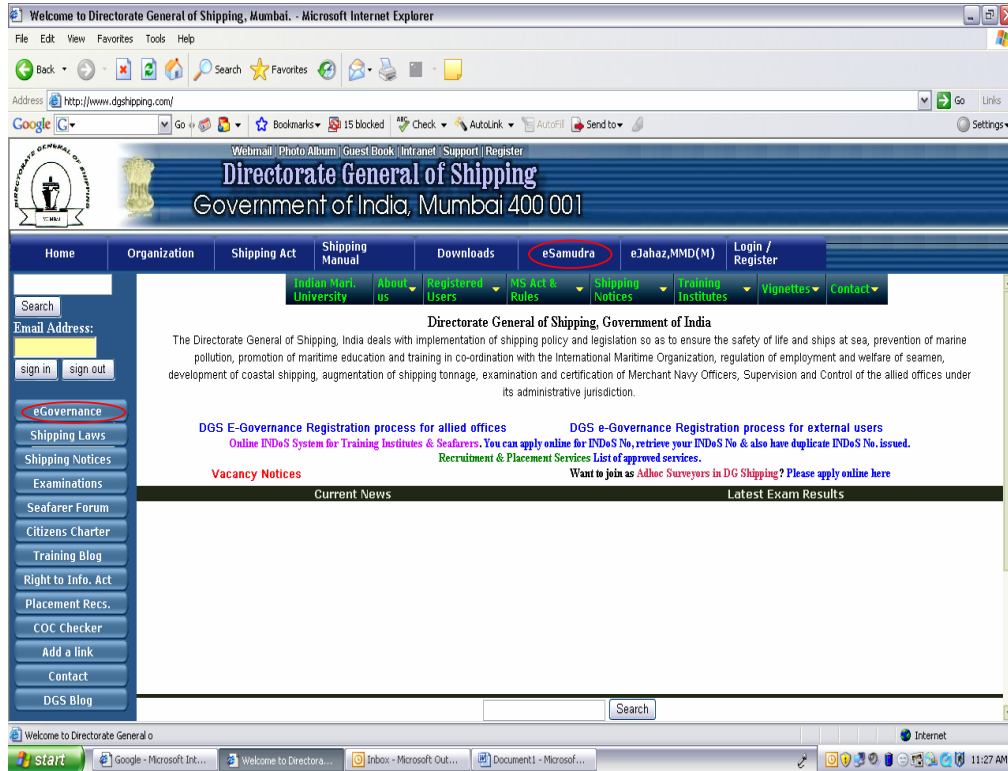
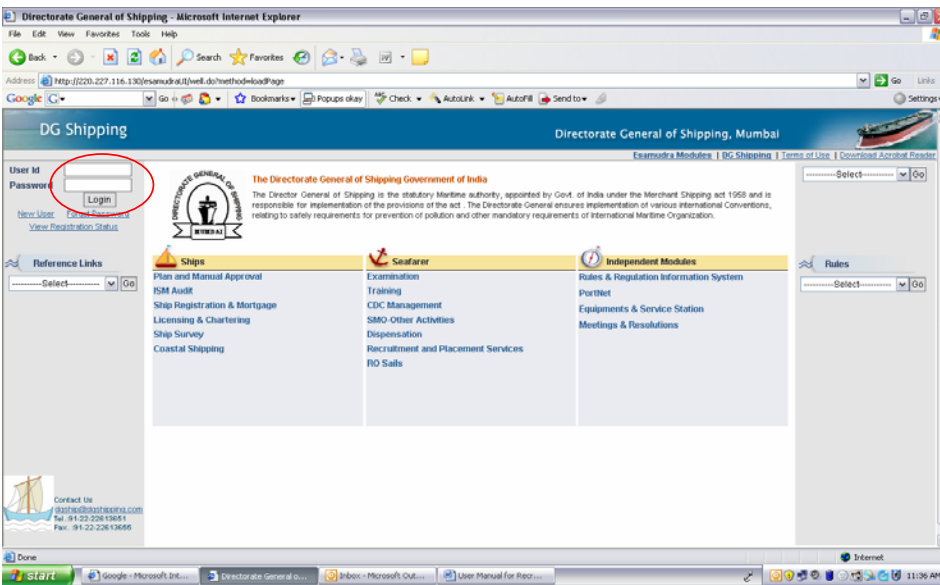


User Manual for Recruitment and Placement Services (Seafarers Recruitment for Foreign Ships)

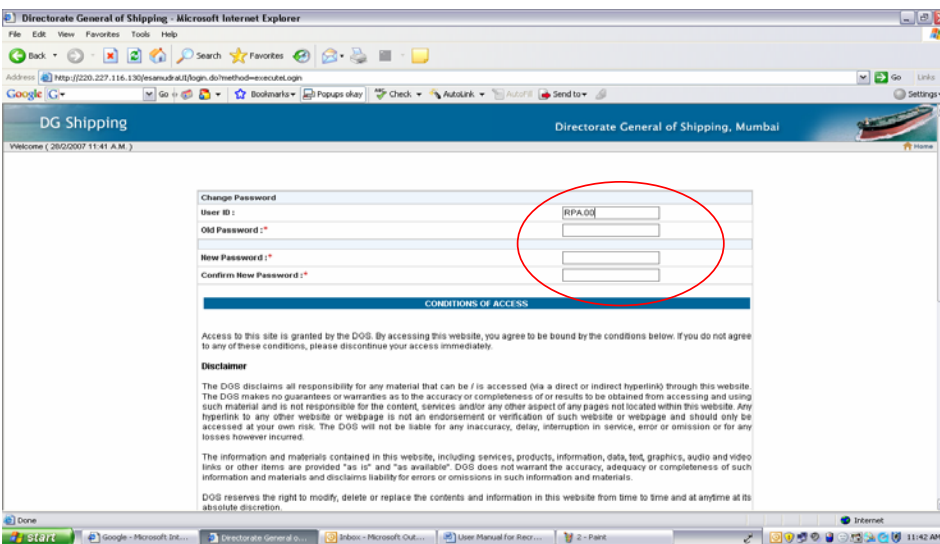
1. Go to Directorate General of Shipping website (www.dgshipping.com) following screen appears.



2. Click eSamudra or eGovernance button to access eSamudra modules. Following screen appears.



3. Enter User Id and Password given by DGS. Click Login Button to go to next screen.
4. If you are logging first time you need to change your password in the following screen (New password should not be same as old password)



5. Enter your old password, new password and confirm new password. Scroll down screen click Accept button.

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Governing law and Jurisdiction

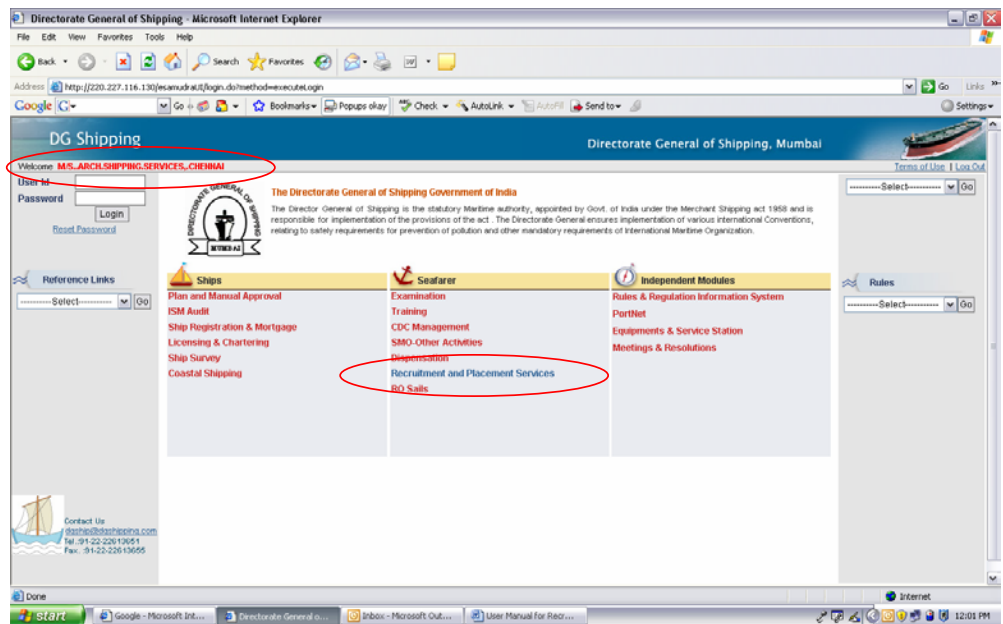
These Conditions of Access are governed by and shall be interpreted in accordance with the law of the Republic of India regardless of any choice of law provisions.

You hereby consent to the exclusive jurisdiction of the courts of the Republic of India regarding any and all disputes relating to the Conditions of Access of this and any other DGS website.

Top ↕

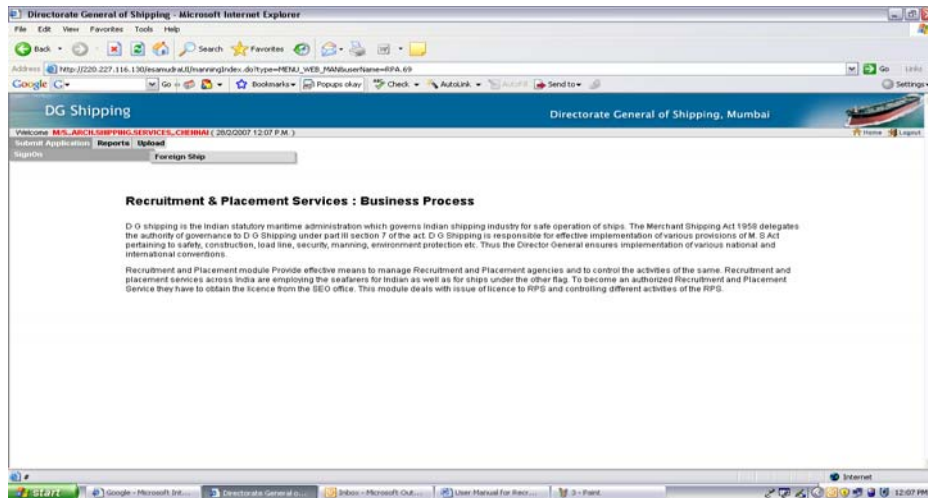


6 After clicking accept button the login screen appears you login to system entering User id and *New Password*. Following screen appears.

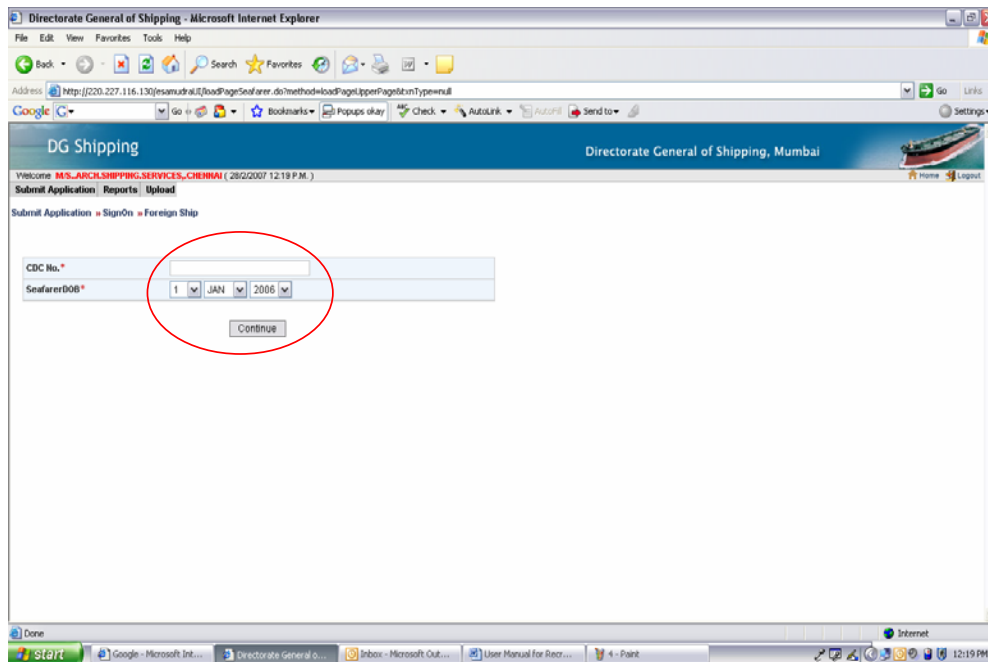


7. This screen shows the user name. Users will have authorization to access to the modules (which labels are in blue colors).

8. Click Recruitment and Placement label to go to next screen.



9. Go to **Submit Application** menu and **Sign on**. Click **Foreign Ship** menu following screen appears.



10. Enter Seafarers CDC No as printed in CDC (CDC No Start with Character and number Space between character and No. Ex – MUM 1234, BY 1234, A 1234 if CDC is issued from Mumbai SMO Office(don't use small letters like mum1234) or CH 1234, MS 4567 if CDC Issued from Chennai or CL 12345 if CDC is issued from Calcutta). If CDC

numbers have any other prefix of more than two characters, enter the prefix leave a space and enter the number. **Don't Put -/,. Between characters and numbers.**
If CDC numbers do not have any prefix, then enter the number as printed.

11. Enter Seafarers Date of Birth as printed in CDC (If CDC No and Date doesn't match system will give message CDC Not Matched- However the data will be accepted and verified in due course)

12. Click Continue button. Following screen appears.

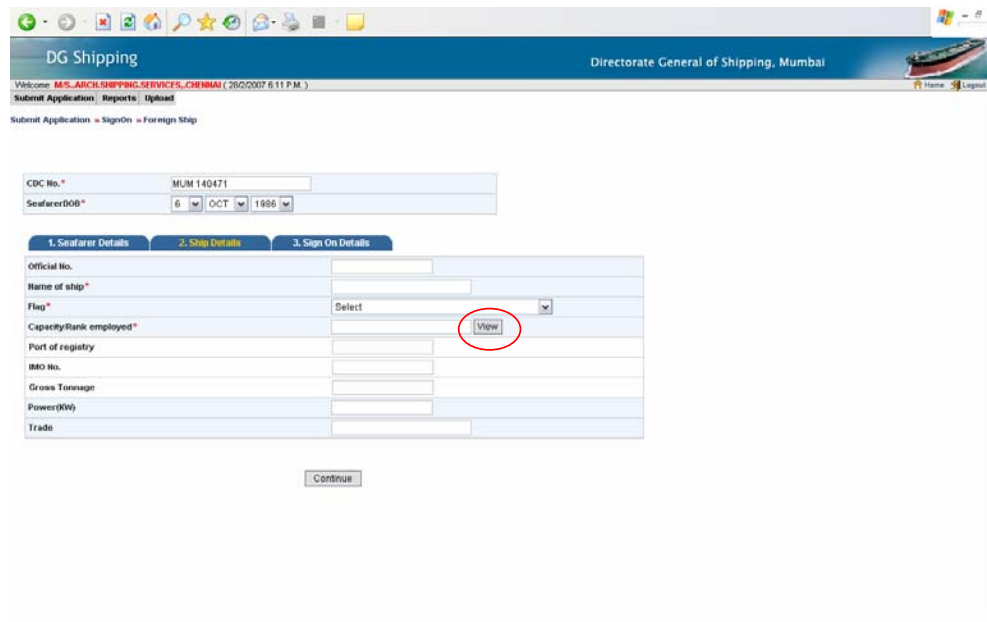
The screenshot shows a web browser window with the address bar displaying "http://220.227.116.130/resamudraUI/manningUpperPageAction.do". The page title is "DG Shipping" and the header includes "Directorate General of Shipping, Mumbai". The main content area shows a "Submit Application" form with the following details:

1. Seafarer Details		2. Ship Details	3. Sign On Details
Personal Details			
CDC No. *	MUM 140471		
Seafarer DOB *	6 OCT 1986		
CDC No. *	MUM 140471		
INDOS No.	06CL0190		
Name of Seafarer			
Date of birth	06-OCT-86		
Place of birth	Ghoghla		
Nationality	Indian		
CDC Date of issue	27-SEP-2006		
CDC Place of issue	Mumbai		
CDC Expiry Date	26-SEP-2016		

A "Continue" button is located at the bottom center of the form.

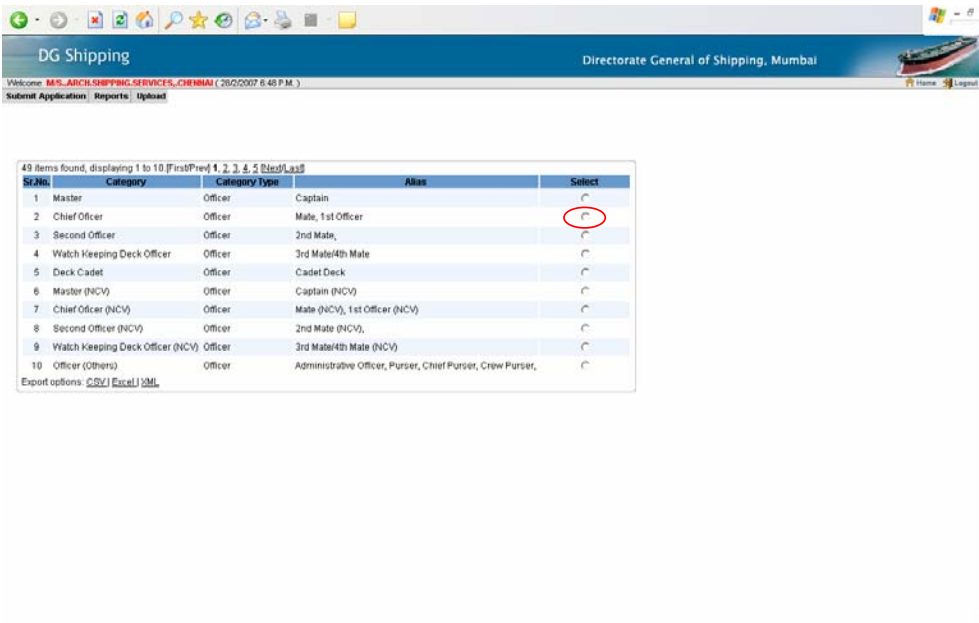
13. If Seafarers data available in data base the system shows the details like Name, Indos No etc. Users are not allowed to make changes in the application.

14. If Seafarers data is not available in data base, users are allowed to enter Seafarers details like name, INDOS No, Date Of Birth, Nationality, CDC date of Issue, CDC Place of Issue and CDC Expiry Date as printed in CDC. These are non mandatory fields. Click **Continue** button to go to next screen.

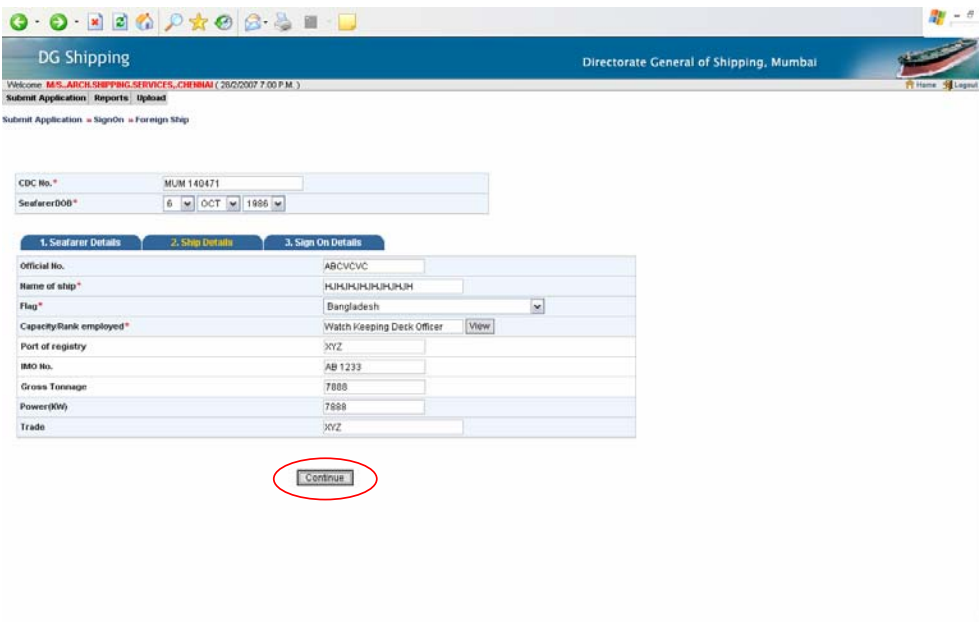


15. Ship details are captured in this screen.
 - 15.1 Official No (Alpha numeric field)
 - 15.2 Name of the Ship (Mandatory Field)
 - 15.3 Flag (Mandatory Field to be select from the list. Users are not allowed to select Indian Flag¹).
 - 15.4 Click view button view Rank following screen appears.

¹ [For RPS users undertaking placement of Indian seafarers on Indian Ships, they will have to go through the articles of agreement module for which a separate notification will be issued.](#)



15.5 Click on select button to select rank.



15.6 Port of Registry.

15.7 IMO No

15.7 Gross Tonnage

15.8 Power in Kilo Watt

15.9 Trade. (This is a free text field wherein the users are requested to enter if the ship is in international trade or coastal trade or in short international (NCV) trade. This field is optional and not mandatory)

16. Click Continue button to go to next screen.

The screenshot shows a web browser window displaying the DG Shipping application. The page title is "DG Shipping" and the header includes "Directorate General of Shipping, Mumbai". The user is logged in as "MSL_ABCDLSHIPPING SERVICES, CHIMBAI" on 20/02/2007 at 7:19 P.M. The breadcrumb trail is "Submit Application > Sign On > Foreign Ship". The form contains the following fields:

- CDC No.*: MUM 140471
- SeafarerDOB*: 6 OCT 1986
- Navigation tabs: 1. Seafarer Details, 2. Ship Details, 3. Sign On Details (selected)
- Date of Engagement/Contract*: [Date Picker]
- Sign On Ship: [Date Picker]
- Sign Off Ship: [Date Picker]
- Completion of Contract/Arrival in India: [Date Picker]
- Is he Signing Off before Due Date: Yes No
- Buttons: Submit, Reset

17. This screen captures Sign On details.

17.1 Date of Engagement / Agreement (Mandatory Field)

17.2 Sign on Ship (Date should be greater than Date of Agreement)

17.3 Sign of Ship (Date should be greater than Date of Agreement and Date Sign on Ship).

17.4 Date of completion of Contract or Date of Arrival to India (Date should be greater than (Date of Agreement, Date Sign on Ship and Date Sign of Ship)).

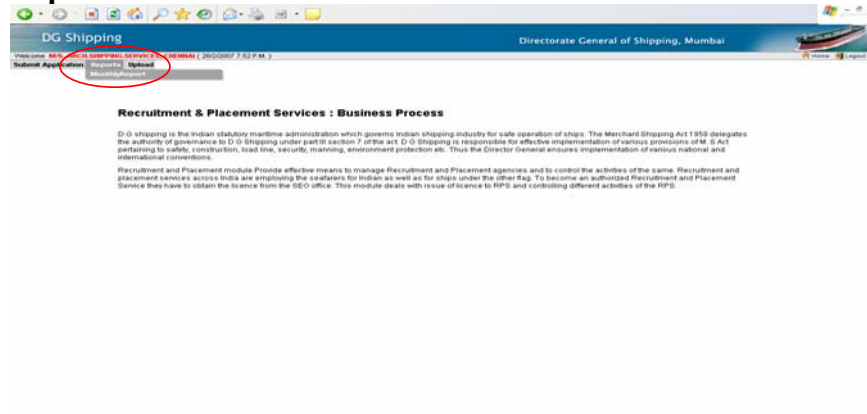
17.5 If seafarer signing off before due date click Yes button and give reason remark field (If user click Yes button Remark field appears) else click No button.

18. Click Submit Button.

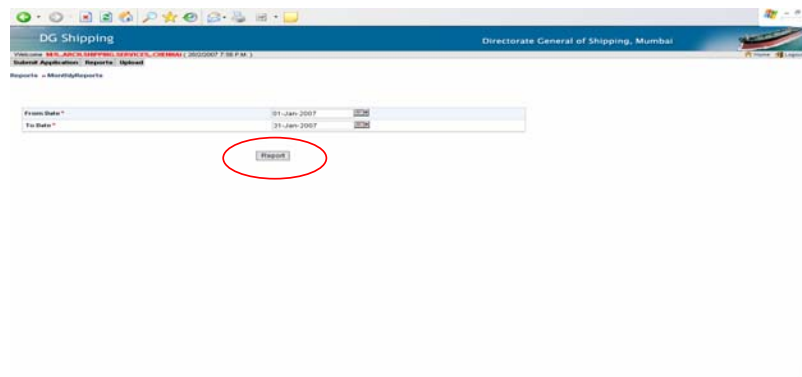
If the events of sign on/off ship and completion of contract/arrival in India have not occurred, (i.e the date of signing on ship, sign off ship and date of completion of contract/arrival in India are not known at the time of entering the first event i.e date of commencement of contract), the user can submit the data on or after the date of signing of contract. If the dates are known subsequently the user can log in and repeat the process above to submit the sign on/off details and date of completion of contract/arrival

in India as an when the respective event has occurred. The past record of the seafarer as entered by the user is fetched for this purpose.

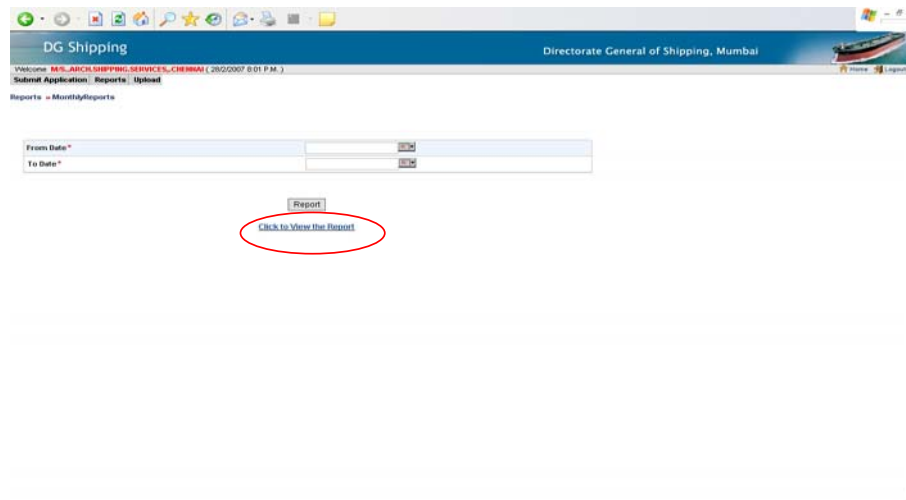
Reports



19. Go to **Reports** menu click on **Monthly Report** menu following screen appears.



20. Select Date from and To date and click **Report** button. Following screen appears.



21. Click **Click to View Report** label to view report. Report appears as follows.

FORM - IIIA REPORT TO BE FORWARDED TO DIRECTOR, SEAMENS EMPLOYMENT OFFICE BY THE RECRUITMENT AND PLACEMENT AGENCIES
 See rules 5(1)(h) and Notification vide G.S.R. 580(E) dated 14.09.2005 and clause viii of form-III of notification vide G.S.R. 182(E) dated 18.03.2005 regarding M.S. (R&P) Rules, 2005

1. Name of RPS agency License No.
 2. Period from : To :

3. Details of Seafarers engaged during the Period

Sr. No.	Name of seafarer	CDC No.	Rank	Name of Vessel	Flag of Vessel	Date of Commencement of Contract	Date of sign off	Date of Completion of Contract /arriving in India	Remarks if any
1	M. SANKAR	CL 41931	Watch Keeping Deck Officer (NCV)	M.V.Ocean Wind I	Panama	20.09.06	20.09.06	27.01.07	
2	MOHAMMED AFSAR	CL 44918	Watch Keeping Deck Officer	M.V.Ocean Wind I	Panama	09.03.06	09.03.06	10.01.07	
3	NIROD CHANDRA BISWAS	CL 44126	Watch Keeping Deck Officer	M.V.Ocean Wind I	Panama	27.07.06	27.07.06	27.01.07	
4	MOHAMMED SAYEED	CL 28725	Watch Keeping Deck Officer	M.V.Ocean Wind I	Panama	02.03.06	02.03.06	27.01.07	
5	GAURAV-SINGHAL	MUM 105547	Watch Keeping Deck Officer (NCV)	M.V.Ocean Wind I	Panama	28.10.06	28.10.06	27.01.07	
6	SUJITH R. UEHIL	MUM 116578	Master (NCV)	M.V.Ocean Wind I	Panama	27.07.06	27.07.06	27.01.07	

Page 1 of 2

Note: The report is shown as an Adobe acrobat file which can be saved / printed. Kindly download and install Adobe Acrobat reader version 5.0 or later to view / print this report.

Creating Data File for Upload:

To facilitate data exchange (some users handling large volumes of seafarer placements in a month/week may wish to upload the data instead of keying in the data) a system has been developed to accept data files in CSV format. In order that the file upload process and subsequent data transfer process to be successful the format of the file and the data should be in a predefined manner. CSV format can be created from any spreadsheet program (Microsoft Excel) or from any database.

The users can create the dataset with the following fields as described in the table below

Field	Description	Type	Field Attribute
CDC NO	The Continuous Discharge Certificate Number as issued to the Indian Seafarer	Alpha Numeric	Mandatory
RANK	Rank code for the seafarer	Number (1 to 49) ²	Mandatory
NAME OF VESSEL	Name of the ship	Character	Mandatory
FLAG OF THE VESSEL	Country Code for the Ships flag	Character ³	Mandatory
DATE OF COMMENCEMENT OF CONTRACT	Date of Current Engagement of the seafarer	dd/Mon/yyyy ⁴	Mandatory
DATE OF SIGNING OFF	Date of sign off from the ship	dd/Mon/yyyy	Optional (leave blank if the option is used)
DATE OF COMPLETION OF CONTRACT / ARRIVING INDIA	Date of termination of current engagement on the ship in the rank being served for the seafarer	dd/Mon/yyyy	Optional (to be inserted only after the actual completion of contract else leave blank)
REMARKS IF ANY	Any remarks as applicable	Text	Optional

An example of the table for intimating the commencement of contract for a seafarer is shown below

² Refer to Annexure-1 for Rank codes

³ Refer to Annexure-2 for Flag codes. Kindly Note that Flag Code for India has been omitted as the upload facility is available for Indian seafarers placement on Foreign Flag ships

⁴ Example: 03/Apr/2007 for 3rd April 2007

Upload file-1 (say on 1st April 2007)

CDC No.	Rank	Name of Vessel	Flag of the Vessel	Date Of Commencement of Contract	Date Of Signing 'Off'	Date of Completion of Contract/ arriving India	Remarks if any
CL 1234567	18 ⁵	Grace	NONIS ⁶	27/Mar/2006			

An example of the table for intimating the completion of contract and subsequent commencement of another contract (transfer) of contract for the same seafarer as indicated above is shown below

Upload file-2 (say on 1st May 2007)

CDC No.	Rank	Name of Vessel	Flag of the Vessel	Date Of Commencement of Contract	Date Of Signing 'Off'	Date of Completion of Contract/ arriving India	Remarks if any
CL 1234567	18	Grace	NONIS	27/Mar/2007	27/Apr/2007	27/Apr/2007	Transfer to another ship
CL 1234567	18	Glory	LR	30/Apr/2007			

An example of the table for intimating the final completion of contract for the same seafarer as indicated above seafarer is shown below

Upload file-3 (say on 1st June 2007)

⁵ Indicates "Chief Engineer" Refer to Rank codes in Annexure-1

⁶ Indicates NIS (Norway) Flag Refer to Flag codes in Annexure-2

CDC No.	Rank	Name of Vessel	Flag of the Vessel	Date Of Commencement of Contract	Date Of Signing 'Off'	Date of Completion of Contract/ arriving India	Remarks if any
CL 1234567	18	Glory	LR ⁷	30/Apr/2007		25/May/2007	

Upload CSV File Process

After preparation of the data file as shown above the physical process of uploading is as follows:

Don't upload excel files

Don't include S.No

Don't put, (coma) in the data



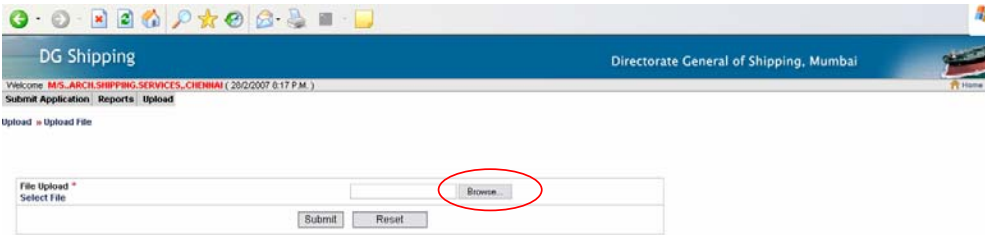
Recruitment & Placement Services : Business Process

D G shipping is the Indian statutory maritime administration which governs Indian shipping industry for safe operation of ships. The Merchant Shipping Act 1958 delegates the authority of governance to D G Shipping under part III section 7 of the act. D G Shipping is responsible for effective implementation of various provisions of M S Act pertaining to safety, construction, load line, security, manning, environment protection etc. Thus the Director General ensures implementation of various national and international conventions.

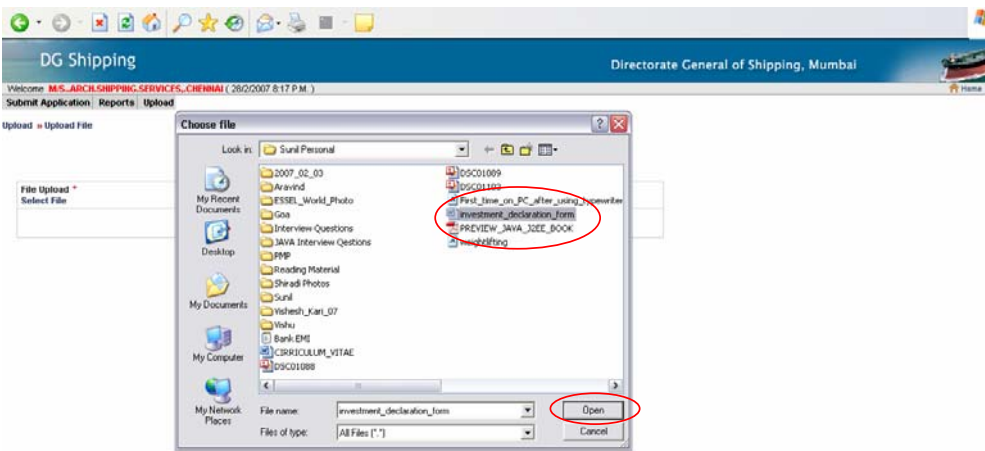
Recruitment and Placement module Provide effective means to manage Recruitment and Placement agencies and to control the activities of the same. Recruitment and placement services across India are employing the seafarers for Indian as well as for ships under the other flag. To become an authorized Recruitment and Placement Service they have to obtain the licence from the SEO office. This module deals with issue of licence to RPS and controlling different activities of the RPS.

⁷ Indicates Liberian Flag. Refer to Flag codes in Annexure-2

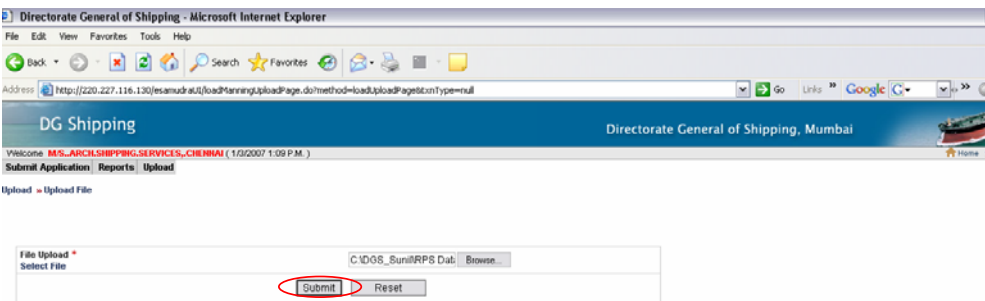
21. To upload file go to **Upload** menu and click **Upload File (CSV)** following screen appears.



22. Click **Browse** button to browse CSV File following screen appears.



23. Select file and click **Open** button following screen appears.



24. Click Submit button to upload CSV file following confirmation screen appears.



Any data not in the required format will be rejected.

Annexure-1

Code	Rank	Rank Codes	Aliases
1	Master	Captain	
2	Chief Officer	Mate, 1st Officer	
3	Second Officer	2nd Mate,	
4	Watch Keeping Deck Officer	3rd Mate/4th Mate	
5	Deck Cadet	Cadet Deck	
6	Master (NCV)	Captain (NCV)	
7	Chief Officer (NCV)	Mate (NCV), 1st Officer (NCV)	
8	Second Officer (NCV)	2nd Mate (NCV),	
9	Watch Keeping Deck Officer (NCV)	3rd Mate/4th Mate (NCV)	
10	Officer (Others)	Administrative Officer, Purser, Chief Purser, Crew Purser,	
11	Deck Petty Officer	Deck Fitter, Deck Machinist, Deck Mechanic, Pumpman,	
12	Deck Watchkeeping Rating	Seaman Helmsman, Quarter Master	
13	Deck Serang	Bosun	
		Assistant Pumpman, Deck Cassab, Seaman I, Seaman II, Ordinary	
		Seaman (OS), Deck Utility hand, Assistant Bosun, Security Guard,	
		Plumber, Assistant Plumber, Carpenter, 2nd Carpenter, Joiner,	
		Driver, Crane Driver, Junior Ordinary Seaman (Jr.OS)	
14	Deck Rating	Deck Rating Trainee	
15	Trainee Deck Rating	Staff Captain, Deputy Master, Cadet Instruction Officer, Chief	
16	Other Senior Deck/Nautical Officers	Officer-Supercargo, Pilot, Superintendent	
		Gas Officer, Safety Officer, Dynamic Positioning Officer, Security	
17	Other Deck/Nautical Officers	Officer, Fire Officer	
18	Chief Engineer	Chief Engineer	
19	2nd Engineer	1st Assisntn Engineer, 1st Engineer	
20	3rd Engineer	2nd Assistant Engineer	
21	Watch Keeping Engineer Officer	3rd Assistant Engineer, 4th Engineer, 4th Assistant Engineer	
		Trainee Marine Engineer (TME), 5th Engineer, 4th Assistant	
22	Junior Engineer	Engineer	
23	Engineer Cadet	Cadet Engine	
24	Chief Engineer (NCV)	Chief Engineer (NCV)	
25	2nd Engineer (NCV)	2nd Engineer (NCV)	
26	Watchkeeping Engineer Officer (NCV)	3rd Engineer (NCV), 4th Engineer (NCV)	
27	Electrical/Electronics Officer	Electrical/Electronics Officer	
28	Assitant Electrical/Electronics Officer	Wireman, Trainee Electrical Officer,	
		Engine Fitter, Engine Machinist, Fitter, Fitter/Welder, Turner,	
		Welder, Fitter-Turner, Fitter-Reefer, Assistant Fitter, Chief	
		Mechanic, Instrument Technician, Plant Supervisor, Refrigeration	
		Mechanic, Computer Operator, Mechanic (Motor Vehicle),	
		Automobil	
29	Engine Petty Officer	Oiler, D/Greaser, Donkeyman,	
30	Engine Watchkeeping Rating	Engine Bosun, Chief Motorman, Chief Stoker,	
31	Engine Serang	Engine Cassab, Motorman, ERR II, Fireman), Wiper,	
32	Engine Rating	Engine Rating Trainee	
33	Trainee Engine Rating	Staff Chief Engineer, Staff Engineer, Superintendent	
34	Other Senior Engineering Officers	Gas Engineer, Electrical Instruction Engineer, Cadet Electrical, A/C	
		Engineer, Reefer Engineer, RORO Engineer, Deck Engineer,	
35	Other Engineering Officers	Polyvalent Officer Trainee	
36	Polyvalent Officer Trainee		

Code	Rank	Aliases
37	GP Rating	Deck/Engine Rating, GP1, GP2, GP3
38	GP Rating Trainee	GP Trainee
39	Radio Officer	Radio Officer, Chief Radio Officer,
40	Junior Radio Officer	Assistant Radio Officer
41	Radio Officer Trainee	Trainee Radio Officer
42	Doctor	Doctor
43	Doctor-Assistant	Nurse, Pharmacist
44	Catering Officer/Chief Steward	Catering Officer, Chief Steward,
45	Cook	Chief Cook, Second Cook, Third Cook, Crew Cook, General Steward (GS), Utility Steward (US), Saloon Utility Hand (Sal. UH), Messman, Laundryman, Mess Boy
46	Saloon Rating	
47	Trainee Saloon Rating	Saloon Rating Trainee
48	Cook Trainee	Trainee Cook,
49	Crew (Others)	SGM Fitter, Flying Squad / Riding Squad, Repair Team,

Annexure-2

Flag Code

Code	Name
AF	Afghanistan
AL	Albania
DZ	Algeria
AS	American Samoa (United States)
AD	Andorra
AO	Angola
AI	Anguilla (United Kingdom)
AQ	Antarctica
AG	Antigua and Barbuda
AR	Argentina
AM	Armenia
AW	Aruba (Netherlands)
AU	Australia
AT	Austria
AZ	Azerbaijan
BS	Bahamas
BH	Bahrain
BD	Bangladesh
BB	Barbados
BY	Belarus
BE	Belgium
BZ	Belize
BJ	Benin
BM	Bermuda (United Kingdom)
BT	Bhutan
BO	Bolivia
BA	Bosnia and Herzegovina
BW	Botswana
BR	Brazil
IO	British Indian Ocean Territory
BN	Brunei Darussalam
BG	Bulgaria
BF	Burkina Faso
BI	Burundi
KH	Cambodia
CM	Cameroon
CA	Canada
CV	Cape Verde
KY	Cayman Islands (United Kingdom)

Code	Name
CF	Central African Republic
TD	Chad
CL	Chile
CN	China
CX	Christmas Island
CC	Cocos (Keeling) Islands
CO	Colombia
KM	Comoros
CG	Congo
CD	Congo, The Democratic Republic of the
CK	Cook Islands
CR	Costa Rica
CI	Côte d'Ivoire
HR	Croatia
CU	Cuba
CY	Cyprus
CZ	Czech Republic
DK	Denmark
DKDIS	DIS (Denmark)
DJ	Djibouti
DM	Dominica
DO	Dominican Republic
EC	Ecuador
EG	Egypt
SV	El Salvador
GQ	Equatorial Guinea
ER	Eritrea
EE	Estonia
ET	Ethiopia
FK	Falkland Islands (Malvinas) (United Kingdom)
FO	Faroe Islands (Denmark)
FJ	Fiji
FI	Finland
FR	France
GF	French Guiana (France)
PF	French Polynesia (France)
GA	Gabon
GM	Gambia
GE	Georgia
DE	Germany
GH	Ghana
GI	Gibraltar (United Kingdom)
GR	Greece
GL	Greenland (Denmark)

Code	Name
GD	Grenada
GP	Guadeloupe (France)
GU	Guam (United States)
GT	Guatemala
GN	Guinea
GW	Guinea-Bissau
GY	Guyana
HT	Haiti
HM	Heard Island and McDonald Islands
VA	Holy See (Vatican City State)
HN	Honduras
HK	Hong Kong (China)
HU	Hungary
IS	Iceland
ID	Indonesia
XZ	Installations in International Waters
IR	Iran, Islamic Republic of
IQ	Iraq
IE	Ireland
GBIOM	Isle of Man (United Kingdom)
IL	Israel
IT	Italy
JM	Jamaica
JP	Japan
JO	Jordan
KZ	Kazakhstan
KE	Kenya
KI	Kiribati
KP	Korea, Democratic People's Republic of
KR	Korea, Republic of
KW	Kuwait
KG	Kyrgyzstan
LA	Lao People's Democratic Republic
LV	Latvia
LB	Lebanon
LS	Lesotho
LR	Liberia
LY	Libyan Arab Jamahiriya
LI	Liechtenstein
LT	Lithuania
LU	Luxembourg
MO	Macao (China)
MK	Macedonia, The former Yugoslav Republic of
MG	Madagascar
Code	Name

Deleted: IN ... [1]

PTFNC	Madeira (Portugal)
MW	Malawi
MY	Malaysia
MV	Maldives
ML	Mali
MT	Malta
MH	Marshall Islands
MQ	Martinique (France)
MR	Mauritania
MU	Mauritius
YT	Mayotte (France)
MX	Mexico
FM	Micronesia, Federated States of
MD	Moldova, Republic of
MC	Monaco
MN	Mongolia
MS	Montserrat
MA	Morocco
MZ	Mozambique
MM	Myanmar
NA	Namibia
NR	Nauru
NP	Nepal
NL	Netherlands
AN	Netherlands Antilles (Netherlands)
NC	New Caledonia (France)
NZ	New Zealand
NI	Nicaragua
NE	Niger
NG	Nigeria
NONIS	NIS (Norway)
NU	Niue
NF	Norfolk Island
MP	Northern Mariana Islands
NO	Norway
OM	Oman
PK	Pakistan
PW	Palau
PA	Panama
PG	Papua New Guinea
PY	Paraguay
PE	Peru
PH	Philippines
PN	Pitcairn (United Kingdom)
PL	Poland
Code	Name

PT	Portugal
PR	Puerto Rico (United States)
QA	Qatar
RE	Réunion (France)
RO	Romania
RU	Russian Federation
RW	Rwanda
SH	Saint Helena (United Kingdom)
KN	Saint Kitts and Nevis
LC	Saint Lucia
PM	Saint Pierre and Miquelon (France)
VC	Saint Vincent and the Grenadines
WS	Samoa
SM	San Marino
ST	Sao Tome and Principe
SA	Saudi Arabia
SN	Senegal
CS	Serbia and Montenegro
SC	Seychelles
SL	Sierra Leone
SG	Singapore
SK	Slovakia
SI	Slovenia
SB	Solomon Islands
SO	Somalia
ZA	South Africa
GS	South Georgia and the South Sandwich Islands
ES	Spain
LK	Sri Lanka
SD	Sudan
SR	Suriname
SJ	Svalbard and Jan Mayen
SZ	Swaziland
SE	Sweden
CH	Switzerland
SY	Syrian Arab Republic
TW	Taiwan, Province of China
TJ	Tajikistan
TZ	Tanzania, United Republic of
TH	Thailand
TL	Timor-Leste
TG	Togo
TK	Tokelau
TO	Tonga
TT	Trinidad and Tobago
Code	Name

TN	Tunisia
TR	Turkey
TM	Turkmenistan
TC	Turks and Caicos Islands (United Kingdom)
TV	Tuvalu
UG	Uganda
UA	Ukraine
AE	United Arab Emirates
GB	United Kingdom
US	United States
UM	United States Minor Outlying Islands
UY	Uruguay
UZ	Uzbekistan
VU	Vanuatu
VE	Venezuela
VN	Viet Nam
VG	Virgin Islands, British
VI	Virgin Islands, U.S.
WF	Wallis and Futuna (France)
EH	Western Sahara
YE	Yemen
ZM	Zambia
ZW	Zimbabwe

IN	India
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