

# KERALA STATE PORT DEPARTMENT

## Competency certificate

Under

## Port info

CENTRALIZED WEB BASED PORT INFORMATION SYSTEM

## USER'S MANUAL

DEVELOPED BY

**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**

CHITHRANJALI HILLS, THIRUVALLOM THIRUVANANTHAPURAM-695026



THIS USER'S MANUAL EXPLAINS THE STEPS INVOLVED IN APPLICATION FOR COMPETENCY CERTIFICATE. THIS DOCUMENT CONTAINS **ALL NECESSARY INFORMATION REGARDING THE MODE OF OPERATION OF PORT INFO PORTAL (CENTRALIZED WEB BASED PORT INFORMATION SYSTEM)**. USER CAN USE THIS DOCUMENT AS A GUIDELINE FOR APPLICATION OF COMPETENCY.

## Anonyms

**Tonnage:** The size or carrying capacity of a ship measured in tons

**Hull:** the main body of a ship or other vessel, including the bottom, sides, and deck but not the masts, superstructure, rigging, engines, and other fittings

**Bulkhead:** a dividing wall or barrier between separate compartments inside a ship, aircraft, or other vehicle

**Keel laying:** **Laying** the **keel** or **laying** down is the formal recognition of the start of a ship's construction. It is often marked with a ceremony attended by dignitaries from the shipbuilding company and the ultimate owners of the ship.

**Free board marking:** The distance between the waterline and the main deck or weather deck of a ship or between the level of the water and the upper edge of the side of a small boat

**Shell expansion:** A drawing showing the **shell** plating of a **ship** and giving the size, shape, and weight of the plates and their connections

**Propeller:** a mechanical device for propelling a boat or aircraft, consisting of a revolving shaft with two or more broad, angled blades attached to it.

**Shafting:** A system of connected shafts for transmitting motive power in a machine

**Bilge:** The area on the outer surface of a ship's hull where the bottom curves to meet the vertical sides.

**Ballast:** Heavy material, such as gravel, sand, or iron, placed in the bilge of a ship to ensure its stability

**Wheel house:** A part of a boat or ship serving as a shelter for the person at the wheel.

**Navigation:** The process or activity of accurately ascertaining one's position and planning and following a route/the passage of ships

**Deck crew:** The deck crew of a ship is the staff of officers that keeps a ship running smoothly

**Life buoy:** A buoyant support such as a lifebelt for keeping a person afloat in water.

**Fire extinguisher:** A portable device that discharges a jet of water, foam, gas, or other material to extinguish a fire.

## Abbreviations

**CE:** Chief examiner

**KIV:** Kerala inland vessel

**DOP:** Department of Port

**POR:** Port Of Registry

**RA:** Registering authority

**PC:** Port Conservator

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## Form number and its purpose

**FORM No. 23** –Application for grant of Certificate of competency



**FORM No 25** -Application for grant of Certificate of competency as Master

**FORM No.27** -Application for grant of Certificate of Competency as Boat Master/ Boat Serang / Boat Driver / Lascar

**FORM No.29** –Application for grant of certificate of Services for Ex-army/Navy/Coast guard personnel as Master/Serang/Engine driver/Lascar

**FORM No.31** -Application for grant of Certificate of Competency for personnel having Certificate issued under Merchant Shipping Act, 1958 as Master / Serang / Engineer / Engine driver in an Inland Mechanically propelled vessel

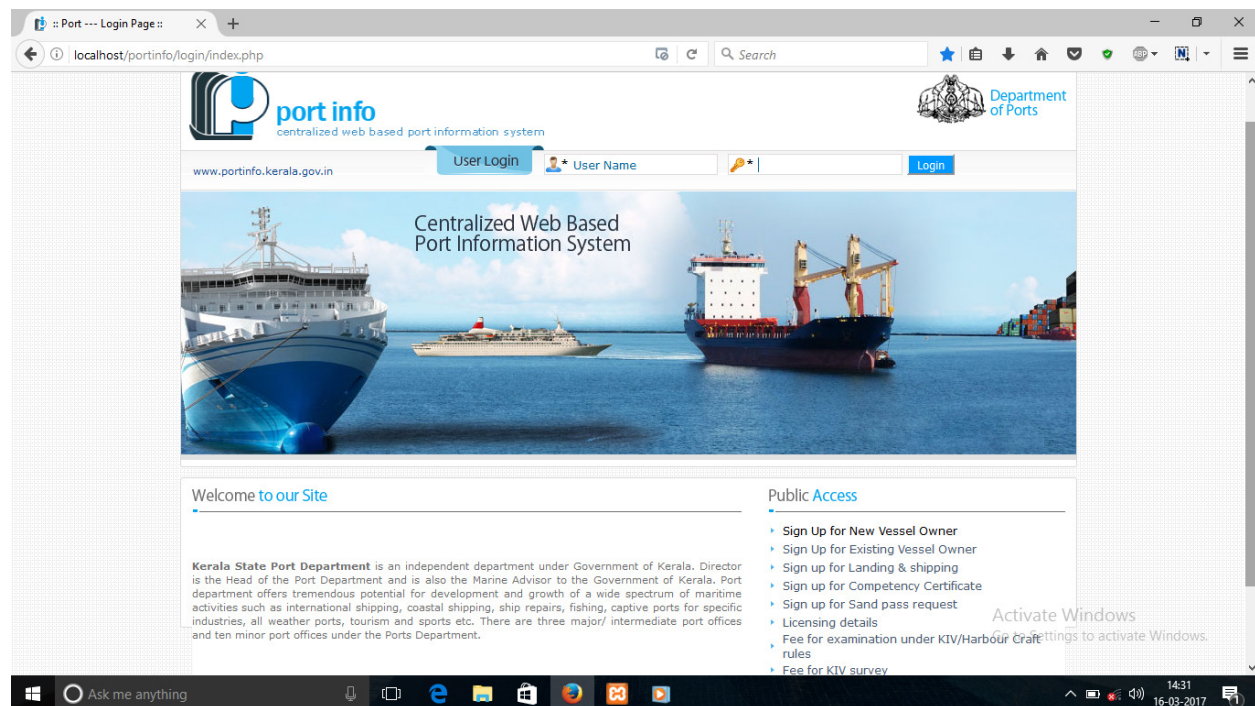
### Competency certificate -Application flow in centralized web based port information system

Categories of application		Port conservator		Chief examiner
Form 23		Accept/ Reject		Certificate issue
Form 25		Accept/ Reject		Certificate issue
Form27		Accept/ Reject		Certificate issue
Form29		Accept/ Reject		Certificate issue
Form 31		Accept/ Reject		Certificate issue

## Know your portal

**Centralized Web Based Port Information System (PORT INFO)** is an online portal of **Kerala Port Department** under government of **Kerala**. This is an Integrated Port Operation Management System highly customizable and allows a port to optimize its maritime operational activities related to the flow of vessels in the port service area, integrating all the relevant stakeholders and computer systems. Our tools will give you the outlook and understanding of your port operations necessary to function efficiently, eliminating the number of overlapping processes across your operations. Cut costs, maximize potential, and clear the way for port development with greater efficiency.

Centralized Web Based Port Information System portal can open through the link [www.portinfo.kerala.gov.in](http://www.portinfo.kerala.gov.in) from web. The link directed to the home page of the portal



At the top of the page 'login menu' available for user login and the right bottom of the page 'public access' menu available for various maritime services offered by Kerala port department. **Login option is only enabled for its authorized users.**

## INLAND VESSELS CREW GRANT OF CERTIFICATE OF COMPETENCY AND CERTIFICATE OF SERVICE

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**(1) Every vessel having passenger capacity of more than 25 numbers shall be in charge of a Master and also shall have a minimum of two Lascars possessing competency certificate issued as per these rules.**

**(2) Every mechanically propelled vessel shall have on board the following crew when proceed on any voyage, namely:-**

**(i) For vessels having inboard engines with 565BHP or more , -**

(a) One Master possessing a first class master's Certificate granted under the Act or master's certificate issued under Merchant Shipping Act, 1958.

(b) One Engineer possessing Engineer's Certificate granted under the Act.

(c) Two Lascars possessing competency certificate issued as per these rules.

**(ii) For vessels having inboard engines with 226BHP or more but less than 565BHP,-**

(a) one Master possessing a second class master's Certificate granted under the Act;

(b) one Engineer possessing first class Engine Drivers certificate issued under the Act or Engine Drivers certificate issued under Merchant Shipping Act, 1958

(c) two Lascars possessing competency certificate issued as per these rules.

**(iii) For vessels having inboard engines with 113BHP or more but less than 226BHP,-**

(a) one Master possessing a Serang certificate granted under the Act.

(b) One Engineer possessing second class Engine Drivers certificate issued under the Act.

(c) One Lascar possessing competency certificate issued as per these rules.

**(iv) For vessels having inboard engines with less than 113BHP,-**

(a) one Master possessing a Serang certificate granted under the Act; Or one Master possessing competency certificate as Boat Serang issued under the Act.

(b) One Engineer possessing second class Engine Drivers Certificate issued under the Act. Or one Engine Driver possessing competency certificate as Boat Driver issued under the Act.

(c) One Lascar possessing competency certificate issued as per these rules.

**(3) For vessels having inboard engine less than 75 BHP, one Serang- cum-driver possessing both driver and Serang certificate and one lascar.**

**(4) For owner driven vessels of less than 75BHP, the owner may drive if he possesses a combined driver- cum- Serang certificate.**

**(5) Any Vessels or class of vessels satisfying the requirements of the Travancore public Canals and Public Ferries Act of 1096, the Cochin Public Canals and Backwaters Navigation Act of 1092, the keel of which is laid, under construction or constructed before the coming into force of these rules may be exempted from compliance therewith of the provisions of this chapter for a period not exceeding one year from the date of commencement of these rules for the purpose of compliance of the provisions of this chapter.**

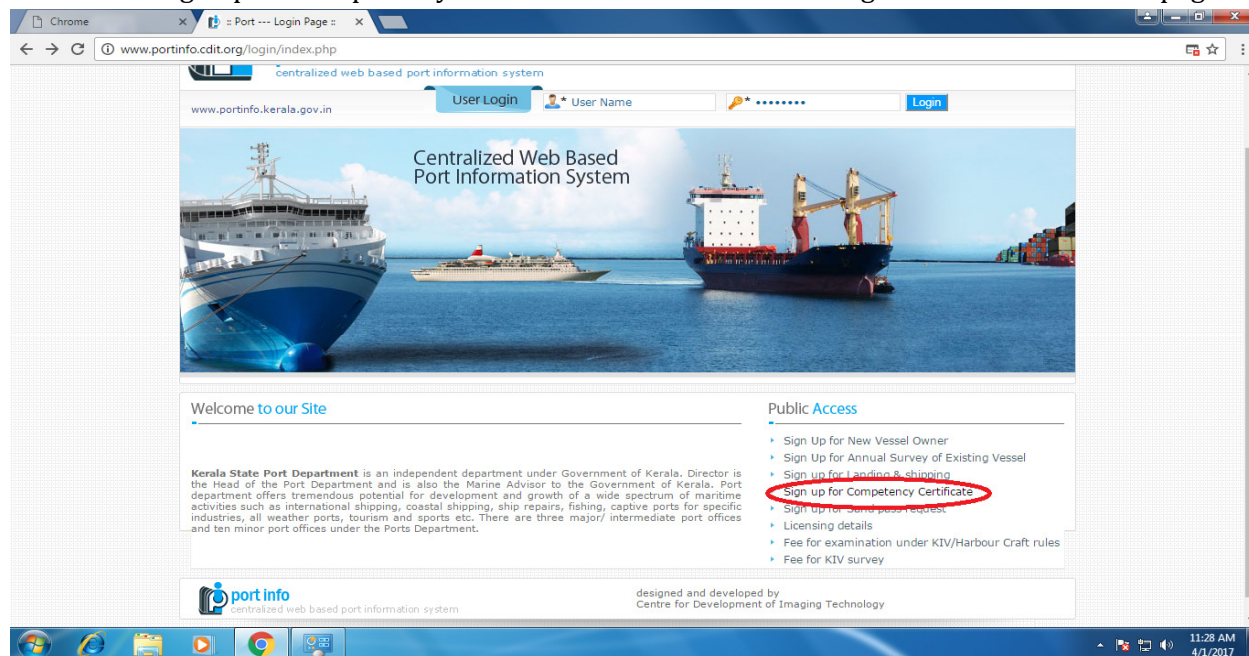


## Applications for competency certificate- Certificate of Competency as Serang-cum- Driver.

**FORM No. 23** –Application for grant of Certificate of competency-(1) A candidate not below the age of twenty two and desirous of obtaining a certificate of competency as Serang-cum- driver in order to be eligible to man a mechanically propelled vessel with engine of less than 75BHP shall submit the application in Form No. 23 with documents evidencing the remittance of the required fee as per Schedule-III.

### User login

Click on the sign up for competency certificate link available at the right bottom of the home page



Another pop up page will open; select the **form 23** from different link available



Form 23 will appear on the screen


Enter all relevant information in form 23

**All information with \* (star) mark are mandatory for application** User should have an active email address and mobile number for completing application process. Further communication will carry forward through this email ID and mobile number.

User should carefully select the category, district, exam center and blood group



Fee amount will automatically retrieved by the portal, user should enter the details of payment

DD Details			
DD Number*	<input type="text"/>	DD Date*	<input type="text"/> 
Bank Name*	<input type="text"/>	Branch Name*	<input type="text"/>

Then upload the photo of the applicant, ID proof details and other supporting documents specified in the application

Upload files			
Upload your Photo*(jpg or gif files with less than 20 kb file size)	<input type="button" value="Choose File"/>	No file chosen	
Upload ID proof details*(jpg or gif files with less than 20 kb file size)	<input type="button" value="Choose File"/>	No file chosen	
Uplaod Experience Details(pdf only)	<input type="button" value="Choose File"/>	No file chosen	
Uplaod Education Qualification(pdf only)	<input type="button" value="Choose File"/>	No file chosen	
Uplaod Existing training certificate(pdf only)	<input type="button" value="Choose File"/>	No file chosen	
			<input type="button" value="Submit"/> <input type="button" value="Clear"/>

Documents uploaded should be in specified file format and size, other format will not supported by portal / other format may invalidate by the authority.

After furnishing all relevant information clicks **submit** button available at the bottom of the page.

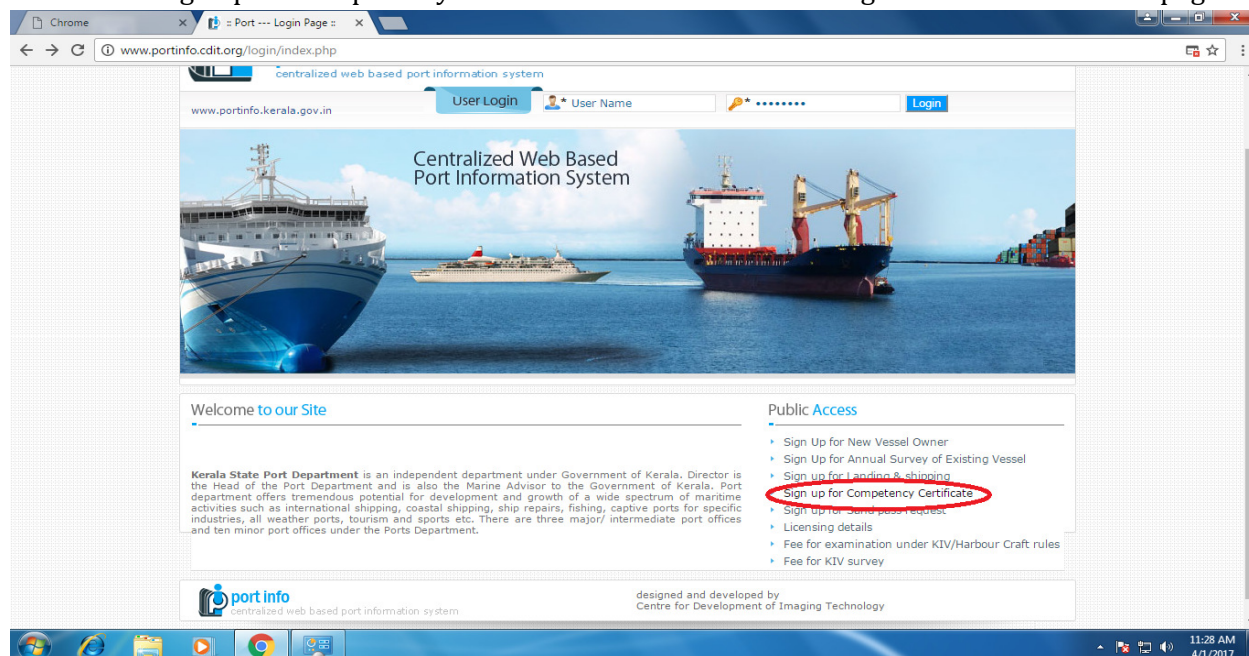
**All application for certificate of competency in form 23 will forward to consecutive port conservator**

## Grant of “Masters”, ‘Serang’ Engineers, Engine Drivers’ and Lascars certificate of competency. FORM No 25 -Application for grant of Certificate of competency

(1) Every application for grant of certificate of competency is to be made in Form No. 25.

### User login

Click on the sign up for competency certificate link available at the right bottom of the home page



Another pop up page will open



Select the **form 25** from different link available

Form 25 will appear on the screen

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FORM No-25 [ See Rule 43(1) ]

Application for grant of Certificate of competency as Master/Serang/Engineer/Engine Driver/Lascar

Category Type*	Select	Select Exam Center*	Select
Applicant Name*		Father or Mother Name*	
Permanent Address*		Temporary Address*	
Duration of stay at the present address*		Email ID*	
District*	Select	Contact NO*	
Qualification*		Experience*	
Date of Birth*		Blood Group*	select
Place of Birth*		Identification Mark2*	
Nationality*	Indian	Application Fees	
Identification Mark1*			
Height(cm)*			
<b>DD Details</b>			
DD Number*		DD Date*	
Bank Name*		Branch Name*	
<b>Upload files</b>			

Enter all relevant information in form 25

User should carefully select the **category**, **district**, **exam center** and **blood group**

Category Type\* Select

Applicant Name\* Select

Permanent Address\* First Class Master

Duration of stay at the present address\* Second Class Master

District\* Serang

Duration of stay at the present address\* Engineer

Duration of stay at the present address\* First Class Engine Driver

Duration of stay at the present address\* Second Class Engine Driver

Duration of stay at the present address\* Lascar

District\* Select

Duration of stay at the present address\* TRIVANDRUM

Duration of stay at the present address\* KOLLAM

Duration of stay at the present address\* PATHANAMTHITTA

Duration of stay at the present address\* ALAPUZHA

Duration of stay at the present address\* KOTTAYAM

Duration of stay at the present address\* IDUKKI

Duration of stay at the present address\* ERNAKULAM

Duration of stay at the present address\* THRISSUR

Duration of stay at the present address\* PALAKKAD

Duration of stay at the present address\* MALAPURAM

Duration of stay at the present address\* KOZHIKODE

Duration of stay at the present address\* WAYANAD

Duration of stay at the present address\* KANNUR

Duration of stay at the present address\* KASARGODE

Select Exam Center\* Select

ate of Certificate\* Vizhinjam

ate of Certificate\* Kollam

ate of Certificate\* Alapuzha

ate of Certificate\* Kodungaloor

ate of Certificate\* Beypore

ate of Certificate\* Azhikal

ather or Mother Name\*

emporary Address\*

Blood Group\* select

select

A +ve

A -ve

B +ve

B -ve

O +ve

O -ve

AB +ve

AB -ve

Bombay

Identification Mark2\*

Application Fees

**DD Details**

DD Date\*

Branch Name\*

Fee amount will automatically retrieved by the portal, user should enter the details of payment

DD Details			
DD Number*	<input type="text"/>	DD Date*	<input type="text"/>
Bank Name*	<input type="text"/>	Branch Name*	<input type="text"/>

Then upload the photo of the applicant, ID proof details and other supporting documents specified in the application

Upload files		
Upload your Photo*	<input type="button" value="Choose File"/>	No file chosen
Upload ID proof details*	<input type="button" value="Choose File"/>	No file chosen
Uplaod Experience Details	<input type="button" value="Choose File"/>	No file chosen
Uplaod Education Oualification	<input type="button" value="Choose File"/>	No file chosen
Uplaod Existing training certificate	<input type="button" value="Choose File"/>	No file chosen

Documents uploaded should be in specified file format and size, other format will not supported by portal / other format may invalidate by the authority.

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District\*

Duration of stay at the present address\*

Qualification\*

Date of Birth\*

Place of Birth\*

Nationality\*

Identification Mark1\*

Height(cm)\*

Email ID\*

Contact NO\*

Experience\*

Blood Group\*

Identification Mark2\*

Application Fees

**DD Details**

DD Number\*

DD Date\*

Bank Name\*

Branch Name\*

**Upload files**

Upload your Photo\*  No file chosen

Upload ID proof details\*  No file chosen

Uplaod Experience Details  No file chosen

Uplaod Education Oualification  No file chosen

Uplaod Existing training certificate  No file chosen

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After furnishing all relevant information clicks **submit** button available at the bottom of the page.

**All application for certificate of competency in form 25 will forward to consecutive Port conservator**



### Grant of certificate of service as Boat Master/ Boat Serang / Boat Driver / Lascar

(1) The State Government may grant to any person who has served as a Master, Serang, Engine driver, or as a Lascar of a vessel for a period of not less than 2 years before the date of coming into force of these rules and holding certificate of competency as Master, Serang / Driver / Lascar issued under the Travancore Public Canals and Public Ferries Act, 1906 or Cochin Public canals and Backwaters Navigation Act of 1902, a certificate (hereinafter called a certificate of service) to the effect that he is by reason of his having so served, and having qualified in the viva voce is competent to act as a Serang or Second class Engine driver, as the case may be on board an Inland vessel under these Rules.

(2) All applications for grant of Certificate of Service are to be made in Form No. 27.

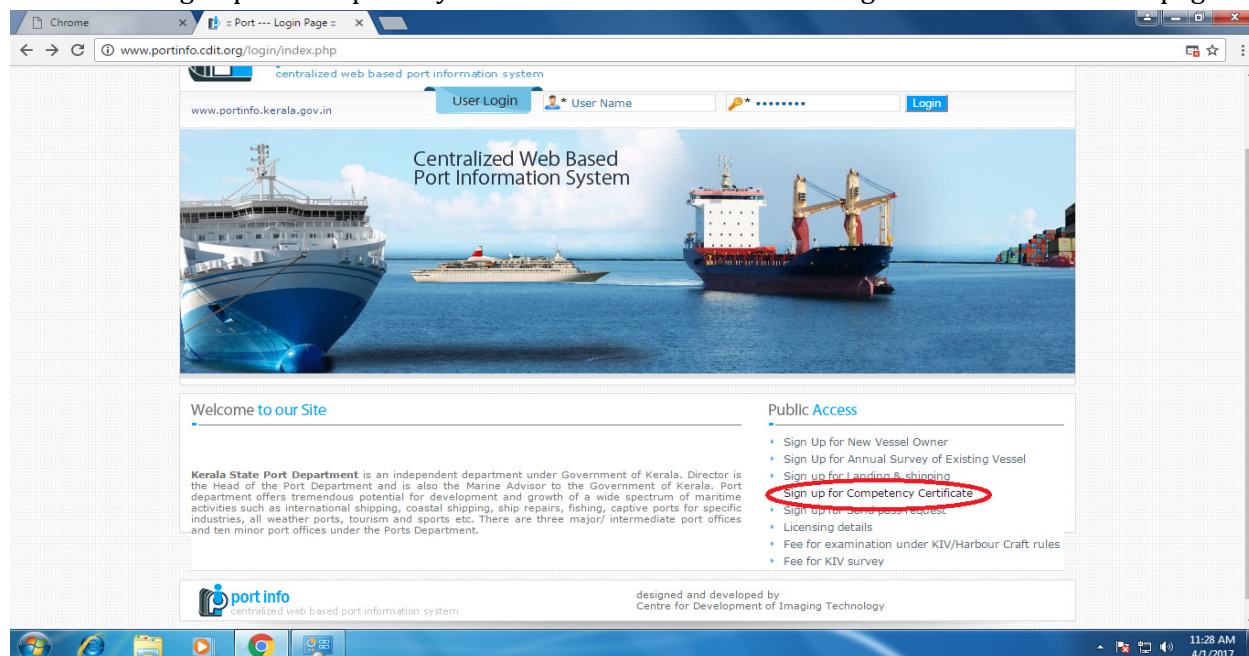
(3) The examiner will conduct a viva voce before recommending issue of the certificate of service by the competent authority in the following subjects;

- (a) knowledge of Inland Vessel Act, 1917 and Rules made there under,
- (b) navigation safety and Rule of the road in inland waters,
- (c) provisions and operations of Life Saving Appliances/Fire Fighting Appliances.
- (d) stability of vessel, general principles of navigation,
- (e) propulsion Machinery/Preventive maintenance.

**FORM No.27** -Application for grant of Certificate of Competency as Boat Master -All applications for grant of Certificate of Service are to be made in Form No. 27

### User login

Click on the sign up for competency certificate link available at the right bottom of the home page



Another pop up page will open

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### Applications for Competency Certificate

[FORM No.23 -Application for grant of Certificate of competency as Serang-cum- Driver in an Inland Mechanically Propelled Vessel With engine of less than 75 BHP](#)

[FORM No.25 -Application for grant of Certificate of competency as Master/Serang/Engineer/Engine Driver/Lascar/ in an Inland Mechanically Propelled Vessel](#)

[FORM No.27 -Application for grant of Certificate of competency as Boat Master/ Boat Serang / Boat Driver / Lascar / in an Inland Mechanically Propelled Vessel](#)

[FORM No.29 -Application for grant of Certificate of Service for Ex-army / Navy / Coast guard personnel as Master / Serang / Engine driver / Lascar in an Inland Mechanically propelled vessel](#)

[FORM No.31 -Application for grant of Certificate of Competency for personnel having Certificate issued under Merchant Shipping Act. 1958 as Master / Serang / Engineer / Engine driver in an Inland Mechanically propelled vessel.](#)

[FORM No.33 -MEDICAL CERTIFICATE](#)

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Select the **form 27** from different link available

Form 27 will appear on the screen

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FORM No.27 [ See Rule 44(2) ]

Application for grant of Certificate of Competency as Boat Master/ Boat Serang / Boat Driver / Lascar

Category Type\* Select \* required Select Exam Center\* Select

Existing certificate No.\* Date of Certificate\* [Calendar icon]

Applicant Name\* Father or Mother Name\*

Permanent Address\* Temporary Address\*

District\* Select \* required

Duration of stay at the present address\* Email ID\*

Qualification\* Contact NO\*

Date of Birth\* [Calendar icon] Experience\*

Place of Birth\* Blood Group\* select select

Nationality\* Indian A +ve A -ve B +ve B -ve O +ve O -ve AB +ve AB -ve Bombay

Identification Mark1\* Identification Mark2\*

Height(cm)\* Application Fees

DD Details

DD Number\* DD Date\* [Calendar icon]

Bank Name\* Branch Name\*

11:35 AM 4/7/2017

Enter all relevant information in form 25

User should carefully select the **category, district, exam center** and **blood group**



Category Type*	Select	Selected Exam Center*	Select
Applicant Name*	Select	Date of Certificate*	Select
Permanent Address*	First Class Master	Father or Mother Name*	Vizhinjam
Duration of stay at the present address*	Second Class Master	Temporary Address*	Kollam
District*	Serang		Alapuzha
	Engineer		Kodungaloor
	First Class Engine Driver		Beypore
	Second Class Engine Driver		Azhikal
	Lascar		
	Select		
District*	Select	Blood Group*	select
Duration of stay at the present address*	Select	Identification Mark2*	select
Qualification*	TRIVANDRUM	Application Fees	A +ve
Date of Birth*	KOLLAM		A -ve
Place of Birth*	PATHANAMTHITTA		B +ve
Nationality*	ALAPUZHA		B -ve
Identification Mark1*	KOTTAYAM		O +ve
Height(cm)*	IDUKKI		O -ve
	ERNAKULAM		AB +ve
	THRISSUR		AB -ve
	PALAKKAD		Bombay
	MALAPURAM		
	KOZHICODE		
	WAYANAD		
	KANNUR		
	KASARGODE		
		Branch Name*	

Fee amount will automatically retrieved by the portal, user should enter the details of payment

DD Details			
DD Number*		DD Date*	
Bank Name*		Branch Name*	

Then upload the photo of the applicant, ID proof details and other supporting documents specified in the application

Upload files		
Upload your Photo*	Choose File	No file chosen
Upload ID proof details*	Choose File	No file chosen
Uplaud Experience Details	Choose File	No file chosen
Uplaud Education Oualification	Choose File	No file chosen
Uplaud Existing training certificate	Choose File	No file chosen

Documents uploaded should be in specified file format and size, other format will not supported by portal / other format may invalidate by the authority.

After furnishing all relevant information clicks **submit** button available at the bottom of the page.

**All application for certificate of competency in form 27 will forward to consecutive port conservator**

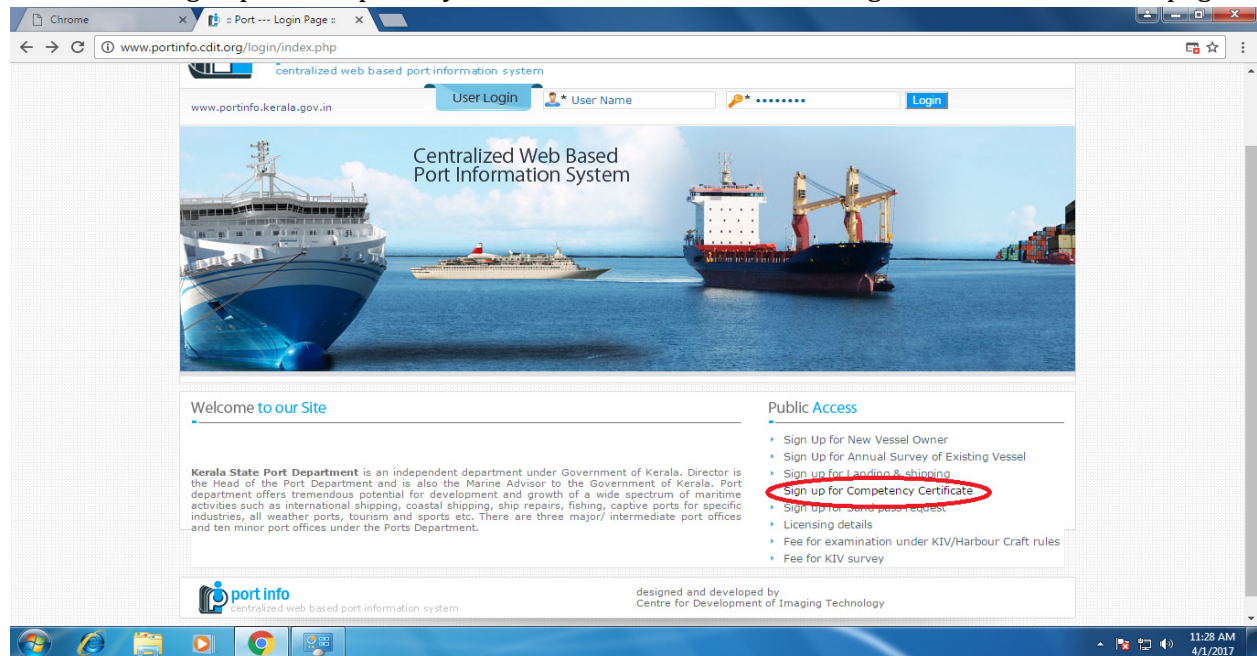
### **Certificate of service for Ex Army/Navy/Coast guard personnel**

- (1) The competent authority may grant to any person who has served in the Army/Navy/Coast guard in the capacity of a Master/ Serang /Engineer or as an Engine-Driver of a vessel for a period of not less than 3 years and holding an experience certificate from the concerned department, a certificate of service as Master, Serang/ Engineer , Engine Driver, as the case may be, without an examination;
- (2) An application for issue of the certificate is to be made in Form No. 29;
- (3) The candidates should be medically fit and under 65 years of age;

**FORM No.29 –Application for grant of certificate of Services for Ex-army/Navy/Coast guard personnel as Master/Serang/Engine driver/Lascar-**

## User login

Click on the sign up for competency certificate link available at the right bottom of the home page



Another pop up page will open



Select the **form 29** from different link available

Form 29 will appear on the screen

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FORM No.29 [ See Rule 45(2) ]

Application for grant of Certificate of Service for Ex-army / Navy / Coast guard personnel as Master / Serang / Engine driver / Lascar

Category Type\* Select

Number of existing certificate\* [ ]

Applicant Name\* [ ]

Permanent Address\* [ ]

District\* Select

Duration of stay at the present address [ ]

Qualification\* [ ]

Date of Birth\* [ ]

Place of Birth\* [ ]

Nationality\* Indian

Identification Mark1\* [ ]

Height(cm)\* [ ]

Select Exam Center\* Select

Date of Certificate\* [ ]

Father or Mother Name\* [ ]

Temporary Address\* [ ]

Email ID\* [ ]

Contact NO\* [ ]

Experience\* [ ]

Blood Group\* select

Identification Mark2\* [ ]

Application Fees [ ]

DD Details

DD Number\* [ ]

DD Date\* [ ]

Bank Name\* [ ]

Branch Name\* [ ]

Enter all relevant information in form 29

User should carefully select the **category**, **district**, **exam center** and **blood group**

Category Type\* Select

Applicant Name\* Select

Permanent Address\* First Class Master

Duration of stay at the present address\* Second Class Master

District\* Serang

Duration of stay at the present address\* Engineer

Qualification\* First Class Engine Driver

Date of Birth\* Second Class Engine Driver

Place of Birth\* Lascar

Nationality\* Indian

Identification Mark1\* [ ]

Height(cm)\* [ ]

Select Exam Center\* Select

Date of Certificate\* [ ]

Father or Mother Name\* [ ]

Temporary Address\* [ ]

Blood Group\* select

Identification Mark2\* [ ]

Application Fees [ ]

DD Details

DD Number\* [ ]

DD Date\* [ ]

Bank Name\* [ ]

Branch Name\* [ ]

Fee amount will automatically retrieved by the portal, user should enter the details of payment

DD Details			
DD Number*	<input type="text"/>	DD Date*	<input type="text"/>
Bank Name*	<input type="text"/>	Branch Name*	<input type="text"/>

Then upload the photo of the applicant, ID proof details and other supporting documents specified in the application

Upload files		
Upload your Photo*	<input type="button" value="Choose File"/>	No file chosen
Upload ID proof details*	<input type="button" value="Choose File"/>	No file chosen
Uplaud Experience Details	<input type="button" value="Choose File"/>	No file chosen
Uplaud Education Oualification	<input type="button" value="Choose File"/>	No file chosen
Uplaud Existing training certificate	<input type="button" value="Choose File"/>	No file chosen

Documents uploaded should be in specified file format and size, other format will not supported by portal / other format may invalidate by the authority.

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District\*

Duration of stay at the present address\*  Email ID\*

Qualification\*  Contact NO\*

Date of Birth\*  Experience\*

Place of Birth\*  Blood Group\*

Nationality\*  Indian

Identification Mark1\*  Identification Mark2\*

Height(cm)\*  Application Fees

**DD Details**

DD Number\*  DD Date\*

Bank Name\*  Branch Name\*

**Upload files**

Upload your Photo\*  No file chosen

Upload ID proof details\*  No file chosen

Uplaud Experience Details  No file chosen

Uplaud Education Oualification  No file chosen

Uplaud Existing training certificate  No file chosen

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After furnishing all relevant information clicks **submit** button available at the bottom of the page.

**All application for certificate of competency in form 29 will forward to consecutive port conservator**



## Application for grant of Certificate of Competency for personnel having Certificate issued under Merchant Shipping Act, 1958 as Master / Serang / Engineer / Engine driver in an Inland Mechanically propelled vessel.

(1) In accordance with the provisions of Section 28 of the Act., the competent authority may issue certificate of competency as Master/ Serang/ Engineer/ Engine Driver under the Act to any person without examination whether that person possesses;-

(a) Masters Certificate issued under the Merchant Shipping Act,1958;

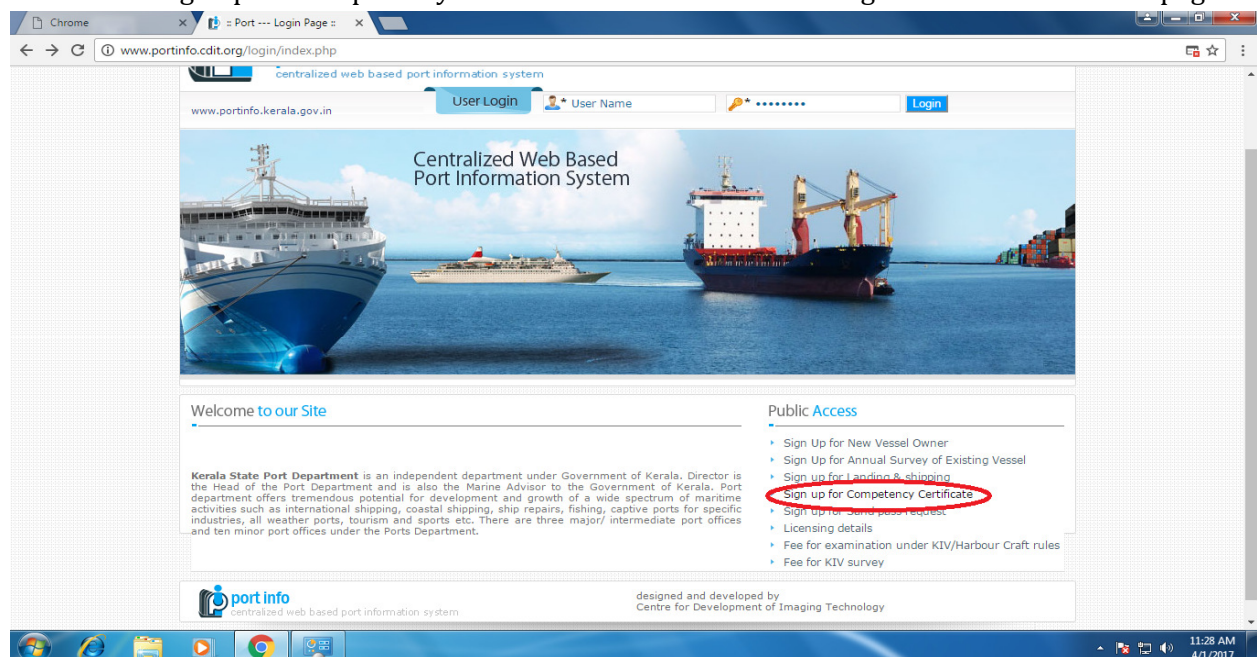
(b) An engineer or engine driver certificate granted under the Merchant Shipping Act,1958;

(2) An application for issue of the certificate is to be made in Form No. 31

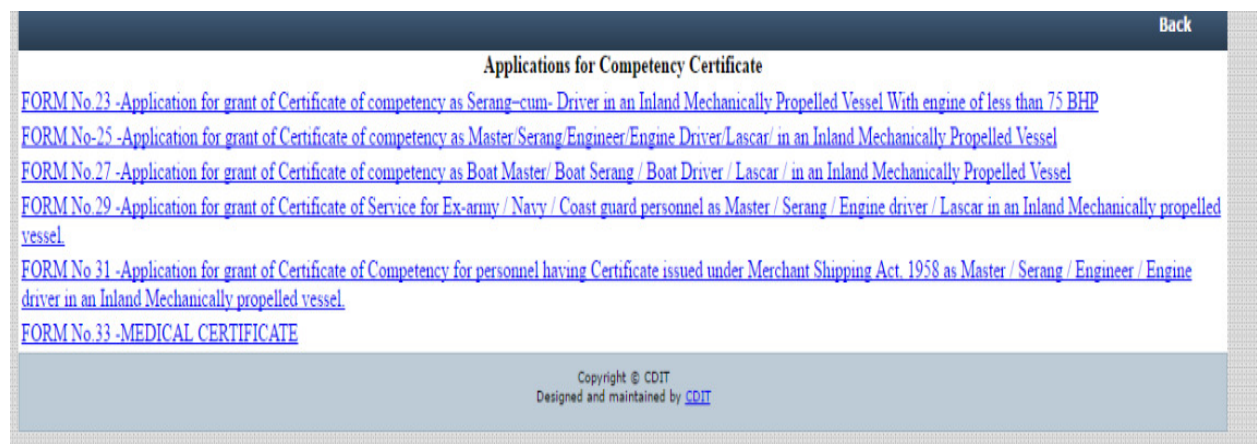
(3) The candidates should be medically fit and under 65 years of age;

### User login

Click on the sign up for competency certificate link available at the right bottom of the home page



Another pop up page will open





Select the **form 31** from different link available

Form 31 will appear on the screen


The screenshot shows a web browser window displaying the 'port info' website. The page title is 'FORM No 31 [ See Rule 46(2) ]' and the subtitle is 'Application for grant of Certificate of Competency for personnel having Certificate issued under Merchant Shipping Act, 1958 as Master / Serang / Engineer / Engine driver in an Inland Mechanically propelled vessel.' The form contains various fields for personal and professional details, including Category Type, Exam Center, Date of Certificate, Applicant Name, Father or Mother Name, Permanent Address, Temporary Address, District, Duration of stay at the present address, Email ID, Qualification, Contact NO, Date of Birth, Experience, Place of Birth, Blood Group, Nationality, Identification Mark1, and Identification Mark2. The form is titled 'FORM No 31 [ See Rule 46(2) ]' and the subtitle is 'Application for grant of Certificate of Competency for personnel having Certificate issued under Merchant Shipping Act, 1958 as Master / Serang / Engineer / Engine driver in an Inland Mechanically propelled vessel.'

Enter all relevant information in form 31; User should carefully select the **category, district, exam center** and **blood group**

This image provides a close-up view of the form fields with dropdown menus open, showing the available options for selection. The fields and their respective options are:

- Category Type\***: Select (dropdown menu open showing: First Class Master, Second Class Master, Serang, Engineer, First Class Engine Driver, Second Class Engine Driver, Lascar)
- District\***: Select (dropdown menu open showing: TRIVANDRUM, KOLLAM, PATHANAMTHITTA, ALAPUZHA, KOTTAYAM, IDUKKI, ERNAKULAM, THRISSUR, PALAKKAD, MALAPURAM, KOZHIKODE, WAYANAD, KANNUR, KASARGODE)
- Select Exam Center\***: Select (dropdown menu open showing: Vizhinjam, Kollam, Alapuzha, Kodungalloor, Beypore, Azhikal)
- Blood Group\***: select (dropdown menu open showing: A +ve, A -ve, B +ve, B -ve, O +ve, O -ve, AB +ve, AB -ve, Bombay)

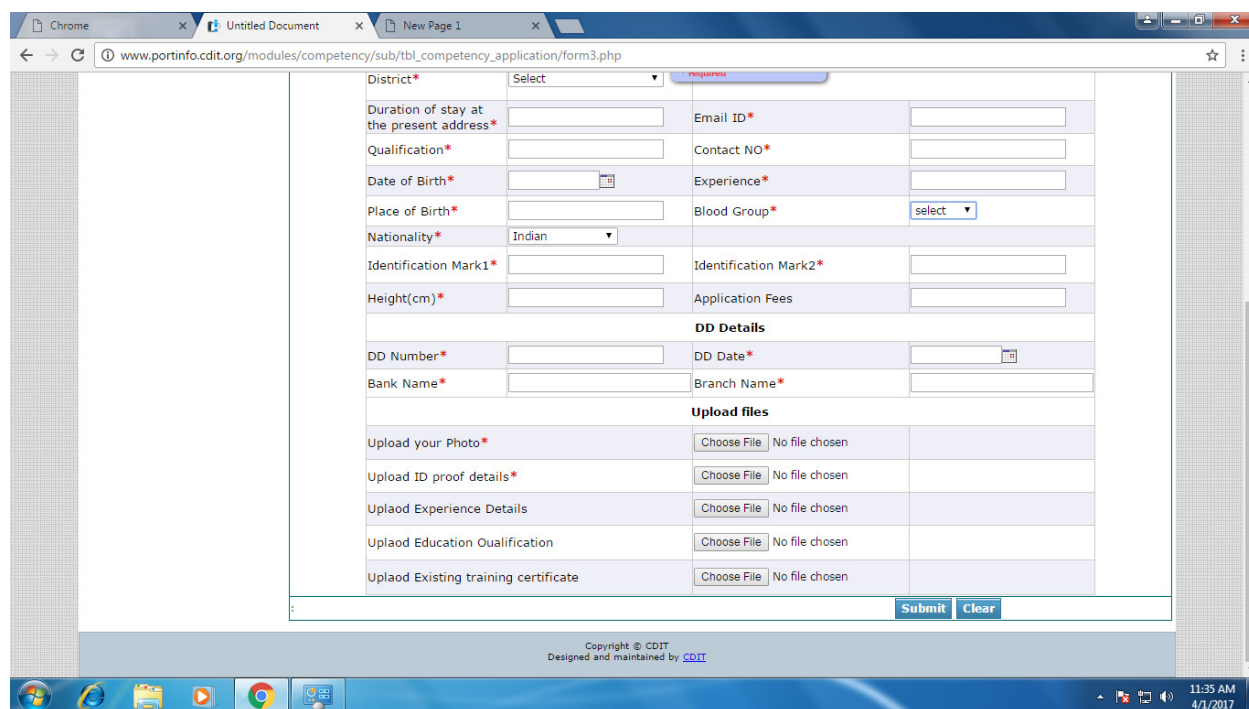
Fee amount will automatically retrieved by the portal, user should enter the details of payment

DD Details			
DD Number*	<input type="text"/>	DD Date*	<input type="text"/> 
Bank Name*	<input type="text"/>	Branch Name*	<input type="text"/>

Then upload the photo of the applicant, ID proof details and other supporting documents specified in the application

Upload files		
Upload your Photo*	<input type="button" value="Choose File"/>	No file chosen
Upload ID proof details*	<input type="button" value="Choose File"/>	No file chosen
Uplaud Experience Details	<input type="button" value="Choose File"/>	No file chosen
Uplaud Education Oualification	<input type="button" value="Choose File"/>	No file chosen
Uplaud Existing training certificate	<input type="button" value="Choose File"/>	No file chosen

Documents uploaded should be in specified file format and size, other format will not supported by portal / other format may invalidate by the authority.



The screenshot shows a web browser window with the URL [www.portinfo.cdit.org/modules/competency/sub/tbl\\_competency\\_application/form3.php](http://www.portinfo.cdit.org/modules/competency/sub/tbl_competency_application/form3.php). The form contains the following sections:

- Personal Details:** District\* (dropdown), Duration of stay at the present address\* (text), Qualification\* (text), Date of Birth\* (calendar), Place of Birth\* (text), Nationality\* (dropdown, set to Indian), Identification Mark1\* (text), Height(cm)\* (text).
- Contact Information:** Email ID\* (text), Contact NO\* (text), Experience\* (text), Blood Group\* (dropdown, set to select).
- Identification:** Identification Mark2\* (text).
- Application Fees:** Application Fees (text).
- DD Details:** DD Number\* (text), DD Date\* (calendar), Bank Name\* (text), Branch Name\* (text).
- Upload files:** Upload your Photo\*, Upload ID proof details\*, Uplaud Experience Details, Uplaud Education Oualification, Uplaud Existing training certificate. Each has a 'Choose File' button and 'No file chosen' status.

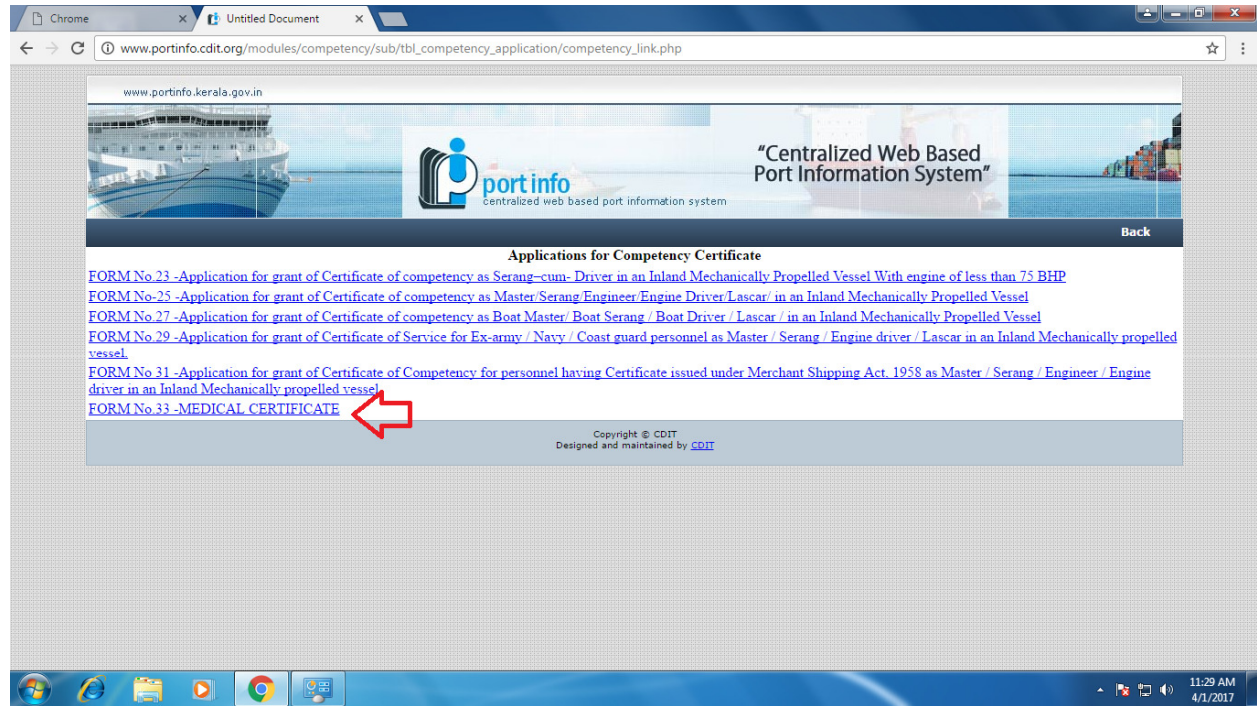
At the bottom right, there are **Submit** and **Clear** buttons. The footer of the page reads: Copyright © CDIT, Designed and maintained by [CDIT](#).

After furnishing all relevant information clicks **submit** button available at the bottom of the page.

**All application for certificate of competency in form 31 will forward to consecutive port conservator**

Each application should be filed with scanned copy of medical certificate, applicant can download the pdf format of medical certificate from the portal

### Form 33



If the application is successful concerned authority will send intimation to the applicant about the details of examination such as time, date and venue.