

**MARINE ENGINEERING TRAINING INSTITUTE**  
**COCHIN SHIPYARD LIMITED**  
**KOCHI – 682 015**

# **Joining Instructions**

Tel: 0484 – 250 1437 / 250 1223 Fax: 0484 - 2370897

Website: [www.cochinshipyard.com](http://www.cochinshipyard.com)

Email: [metihod@cochinshipyard.com](mailto:metihod@cochinshipyard.com)  
[course-in-charge@cochinshipyard.com](mailto:course-in-charge@cochinshipyard.com)



**MARINE ENGINEERING TRAINING INSTITUTE**  
**KOCHI - 682 015**

**JOINING INSTRUCTIONS**

The Marine Engineering Training Institute (METI) commenced the Graduate Mechanical Engineers (GME) Course in 1993. This course is mandatory obtaining Part A of Class IV Certificate of Competency to become a junior Marine Engineer in Merchant Ships. The number of trainees for the batch commencing on 1<sup>st</sup> January is 108 and 1<sup>st</sup> August is 32, and the course is fully residential.

The METI is within the premises of Cochin Shipyard Limited (CSL). The Shipyard is situated at Perumanoor, M.G.Road, Ernakulam, Cochin (Kochi). It is 2 Kms from Ernakulam Junction Railway Station and 5 Kms from Ernakulam Town Railway Station. The Cochin International Airport is 30 Kms from the Shipyard. The City is well connected by Road, Rail and Air to the various parts of the country.

Please contact the Visitors Facilitation Centre at the Ravipuram Gate (North Gate) of the Cochin Shipyard on arrival.



**JOINING INSTRUCTIONS**  
**Graduate Mechanical Engineering Training**  
**MARINE ENGINEERING TRAINING INSTITUTE**  
**COCHIN SHIPYARD LIMITED**  
**KOCHI - 682 015**

**1. Course Particulars**

- 1.1 Course : GME
- 1.2 Qualification : Degree in Mechanical Engg./  
Mechanical Stream of Engg./  
Naval Architecture/  
Naval Architecture Stream of Engg.  
approved by AICTE/ UGC  
(See clause 3 for details)
- 1.3 Course Duration : One Year – Fully Residential
- 1.4 No. of Batch : 2 (January & August)
- 1.5 Date of Admissions : 15<sup>th</sup> November & 1<sup>st</sup> July  
(or next working day)
- 1.6 Date of Reporting at Hostel : 30/31 December, 30/31 July  
Date of commencement of Training : 1<sup>st</sup> January, 1<sup>st</sup> August
- 1.7 Number of Seats : 108 (January), 32 (August)
- 1.8 The course is approved by The Director General of Shipping (DGS), Govt. of India, as per the STCW convention, as amended.
- 1.9 Medium of Instruction : English
- 1.10 Class room instructions, Laboratory works, Workshop practices and Afloat training will be imparted as per the DGS approved syllabus in accordance with the International Maritime Organisation (IMO).
- 1.11 Written and Practical tests will be conducted from time to time and minimum pass marks 50% in each subject is required for the successful completion of the course.
- 1.12 Candidates have to maintain a Training Manual and, a Work Diary issued by METI.
- 1.13 All candidates should possess Passport (Indian) at the time of admission.



## 2. Course Fee

2.1 The total fee for the course is ₹ 3,80,000/-, including boarding & lodging. At the time of admission, the candidate shall pay total amount of ₹ 3,80,000/- (Three Lakhs eighty thousand only) by Demand Draft of any Nationalized Bank, in favor of "Cochin Shipyard Limited", payable at Ernakulam. This includes Tuition fee, Study Materials, Library & Laboratory charges, Uniforms, Boarding and Lodging expenses, Swimming pool charges, Group Insurance and Student Membership of Institute of Marine Engineers. The course fee for female candidates is ₹ 2,90,000/-

2.2 The course fee includes fees towards four STCW modular courses, which the trainees have to undergo separately during/after completion of the course from METI. METI shall make arrangements for these courses. It also includes cost of TAR Book/Training Manual and Engine Room Simulator course.

Trainees have to pay fees direct for INDoS Application (₹ 1,200/- at present) and CDC Application (₹ 700/- at present), AFTER JOINING THE COURSE.

2.3 Candidates will not be paid any stipend during the training.

2.4 If a candidate, after joining the training course, withdraws from the training or is expelled on disciplinary grounds, he shall not be eligible for any refund of fees. Cancellation of admission before start of course, has to be submitted in writing by the admitted candidate and the cancellation charges will be Rs. 5,000/-

## 3. Entry Standard/Eligibility

3.1 Candidates should be of Indian Nationality.

3.2 The age limit for selection is 28 years as on the date of commencement of the course.

3.3 The Educational standards presently specified by the Administration is a pass in B.E/B.Tech Degree with a minimum 50% marks from recognized university and degree obtained from institutes approved by All India Council of Technical Education (AICTE) or the IITs' or from University Engineering Colleges (Colleges directly run by University) in the following 3 categories of branches.



### Category – 1

Full time B.E/B.Tech Degree in Mechanical Engineering or in Naval Architecture.

### Category - 2

Full Time B.E/B.Tech Degree in all Mechanical Engineering Streams like Mechanical and Automation, Mechanical and Electronics, Mechanical and Automobiles etc. However the word “Mechanical” should be first indicating that Mechanical Engineering is the core and the second subject is the elective.

### Category - 3

Full Time B.E/B.Tech Degree in Naval Architecture streams like Naval Architecture and Ocean Engineering, Naval Architecture and Ship Building etc. However the word “Naval Architecture” should be first indicating that Naval Architecture is the core and the second subject is the elective.

Category 1 - Candidates are eligible for exemption of Part A of MEO Class IV and Class II, Certificate of Competency from the DG Shipping, after successful completion of GME Course.

Category 2 & 3 - candidates from the combination streams will have to pass Part A subjects of MEO Class IV and MEO Class II grade of examination as per the DG Shipping regulations, after successful completion of GME Course.

3.4 The candidate should have 50 % of marks in English in any of the following Examination - X<sup>th</sup>, XII<sup>th</sup>, Diploma, Degree.

3.4.1 The candidate joining the course must be in sound health and shall produce a medical fitness certificate from a DG shipping approved Medical Practitioner in the approved format. The list of approved medical practitioners are given in DG Shipping website [www.dgshipping.gov.in](http://www.dgshipping.gov.in) - Maritime Health Branch - Updated list of approved Medical Examiners of Seafarers. Medical Certificate shall have validity for 15 months from commencement of the course.



(Format of Medical Certificate is attached below). Apart from mental and physical fitness, following basic norms are to be satisfied:

- a) Height & Weight :- Minimum 157 cms with correlated weight and proportionate chest.
- b) Eye Sight :- Candidate should have no abnormalities with eye sight. Colour Blindness is not acceptable.
- c) Hearing :- Must be good, conforming to ILO. Convention 147.

3.5 The candidate must pass the psychological screening test (MMPE test) conducted on behalf of Directorate General of Shipping.

3.6 Normally, candidates sponsored by shipping companies are admitted. For vacant seats after admitting sponsored candidates, selection will be done from non-sponsored candidates (Direct Application) as per the marks obtained in Engineering degree. Sponsorship is the placement guarantee by a shipping company.

#### 4 Insurance

4.1 Selected candidates will be covered under Group Insurance Scheme for death and disability arising out of Training related work up to ₹ 1,00,000/- (Rupees one lakh only).

#### 5. Medical Facilities

5.1 In case the trainees fall sick during working time, the facilities for the First Aid are available in CSL Medical Centre. Cost of treatment required to be undergone at outside hospitals shall be borne by trainees.

#### 6. Agreement

6.1 Each candidate shall sign an agreement on Rs. 50/- Non-Judicial Stamp Paper, indemnifying METI and Cochin Shipyard against any claim arising during the tenure of training. *Format of the Agreement to be executed is attached below.*

6.2 Selected candidates have to submit a 'Police Verification Certificate' also, at the time of admission – *Format is attached below (or equivalent).*



## 7. Conduct & Discipline

7.1. The Trainees shall abide by the rules and regulations of METI. A copy of “Standing Orders & Conduct and Discipline Rules for Marine Engineering Trainees” will be handed over to trainees. Also copy will be kept in the Library & in the Hostel for reference.

### 7.2 Ban on ragging:

Strict measures shall be enforced to prevent ragging. Strict, prompt, and strongest possible action shall be taken against anyone indulging in ragging. In all cases, the benefit of doubt shall be given to the victim of ragging. A record of all cases of ragging, however minor, and the action taken thereon by the METI shall be maintained. All cases of ragging shall be reported to DGS immediately.

### 7.3 Ban on alcohol, tobacco and drugs:

Abstinence from alcohol, tobacco and drugs, except medicinal drugs specifically prescribed for a candidate to cure a current ailment, shall be strictly enforced. Infringement of this requirement shall be considered a serious misconduct by candidate.

## 8. Boarding & Lodging

8.1 Boarding and lodging is provided by METI, the cost of which is included in the course fee.

8.2. A personal locker is provided in the hostel for keeping the belongings. Safe custody of all personal belongings shall be the responsibility of the trainee.

8.3 Hostel facilities will be available from 30<sup>th</sup> December or 30<sup>th</sup> July, and all trainees should report on 30/31<sup>st</sup> December or 30/31<sup>st</sup> July.

## 9. Certificates & Documents to be produced at the time of Admission (Checklist is attached below)

9.1 Following one set of self-attested copies of Certificates, with originals for verification.

- (a) Degree/ Provisional Certificate
- (b) AICTE approval letter from college / UGC approval letter from University - with approval No. & date. (Format of AICTE approval is attached below).
- (c) Consolidated Mark list or Mark sheets of all Sem
- (d) English marks in X<sup>th</sup> or XII<sup>th</sup>



- (e) Medical cert. Original (validity for 15 months from starting of course, with photo).  
Format is attached below
- (f) Passport
- (g) Age proof (transfer certificate not acceptable)
- (h) Caste cert. for reserved categories (SCI & UTL only if age relaxation is availed)
- (i) Certificate from nearest police station (original)
- (j) Colour photograph (with white shirt and white background clearly showing face and ear) Size 3.5 x 3.5 cm (20 nos.)
- (k) METI application form (application form to be completed with photograph. No columns to be left blank) and sponsorship letter to be submitted.
- (l) Agreement (Rs. 50/- stamp paper)
- (m) Trainees record sheet – METI document

9.2 Colour photographs with white shirt, white background clearly showing face and ear (Colour Shirt/T-shirt/Round Neck/Cap & Tie etc. not allowed).

3.5 cm x 3.5 cm - 20 Nos.

(Size of the photograph to be strictly adhered)

9.3 All photocopies should be one-sided A4 size. Original Certificate will be returned after verification. Candidates are required to keep additional set of photocopies of all certificates for future requirements, during the Course.

## 10. Uniform & P.T. Dress

10.1 Trainees are to wear uniform prescribed by the Training Institute throughout the training Period. Following items (materials) will be provided by METI:-

### Working Dress: -

- a) Safety Shoes : 1 Pair
- b) Safety Helmets : 1 No. (To be returned  
on Completion of Training at METI)

### Uniforms:

- a) White Shirt : 5 Nos.
- b) Black trousers : 2 Nos.
- c) White trouser (ceremonial dress) : 1 No.
- d) White Peak Cap : 1 No.
- e) Epaulettes : 1 Pair

### P.T Dress: -

- f) Blue Shorts : 2 Nos.
- g) White Vests : 2 Pairs
- h) White Socks : 2 Pairs
- i) Swimming Trunk : 1 No.





- |    |                           |   |                              |
|----|---------------------------|---|------------------------------|
| j) | Bed Sheet (White)         | : | 4 Nos. (Sizes: 137x229 cms.) |
| k) | Pillow Covers (White)     | : | 2 Nos. (Sizes: 84x103 cms.)  |
| l) | Turkish white bath towels | : | 2 Nos.                       |
| m) | Mattress Cover            | : | 1 No.                        |

Uniform stitching charges are to be met by the trainees.

## 11. Personal Effects

11.1 The trainees will have to bring the following items at the time of joining the Course:

- |    |                                                                          |   |          |
|----|--------------------------------------------------------------------------|---|----------|
| a) | Black Shoe (BATA ROY<br>Model 824/6052 or Equivalent)                    | : | 01 Pair  |
| b) | White Canvas PT shoes (BATA POWER<br>MATCH Model 889/1044 or Equivalent) | : | 01 Pair  |
| c) | Black Pants                                                              | : | 02 Nos.  |
| d) | Boiler Suit, full sleeve, orange color, cotton                           | : | 03 Nos.  |
| e) | Sleeping Suits (white)                                                   | : | 02 Pairs |
| f) | White Cotton Vest                                                        | : | 06 Nos.  |
| g) | White Underpants                                                         | : | 06 Nos.  |
| h) | White Handkerchiefs                                                      | : | 10 Nos.  |
| i) | Bathroom Slippers                                                        | : | 01 Pair  |
| j) | Shoe Brush                                                               | : | 01 No.   |
| k) | Shoe Polish (Black)                                                      | : | 01 No.   |
| l) | Shoe Polish (White/Blanco)                                               | : | 01 No.   |
| m) | Rain Coat                                                                | : | 01 No.   |
| n) | Bath Robes                                                               | : | 02 Nos.  |

11.2 All expenses on personal toilet requisites, stationery and sundry requirements and personal laundry expenses are to be met by the trainees.

## 12. Drawing Instruments

12.1 Trainees are required to bring one pocket calculator and engineering drawing instruments.



### 13. General Points

1. Gold Ornaments or other valuables are not allowed to be kept in the Hostel.
2. Trainees are advised not to keep more than Rs.500/- in cash with them. They may avail the services of State Bank of India counter and ATM operating in CSL premises.

The Trainees are advised to have SB Account with State Bank of India or its subsidiaries IN THEIR HOME TOWNS with ATM Card facility which can be used inside the CSL Campus.

3. Trainees are not allowed to use any kind of Electrical Apparatus in the Hostel.
4. Trainees are not allowed to use or keep motor vehicles for their use within the campus/hostel.
5. Basic type of Mobile phones may be used in Hostel only.  
(Camera, blue tooth etc. are not allowed)
6. Trainees are normally permitted 'shore leave' (short leave) to go out of campus only on Sundays between 0900 hrs. to 1900 hrs.
7. Trainees are not allowed to stay out at night under any circumstances.
8. Trainees are bound to abide by the rules and regulations made by METI from time to time. Any violation of the rules or any act of indiscipline on the part of a trainee may result in disciplinary action leading to dismissal from the METI.

### 14. Redressal

- 14.1 The Head of Department, METI, shall be the final appealing authority. The decision taken by the HOD shall be final and conclusive.

Sd/-

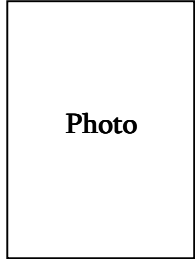
Jacob V Abraham  
Head of Department  
Marine Engineering Training Institute



**MARINE ENGINEERING TRAINING INSTITUTE  
COCHIN SHIPYARD LIMITED  
KOCHI - 682 015**

**APPLICATION FORM FOR GME COURSE**

GME Batch No.....Slot No. ....(Office Use)



**A. Personal Particulars :**

**Full Name** : .....

**Nationality** : **Indian**

**Permanent Address** : .....  
.....  
.....

**PIN**

**E-mail ID** : .....

**Tel. No.:**  **Mob. No.:**

**Sex:** M / F **Date of Birth:**         **(dd/mm/yyyy)**

**Caste** : SC / ST / OBC / General

**Height** : ..... (cms) **Weight:** ..... (Kg)

**Blood Group** :  **Food** : Veg. / Non Veg.

**Father's Name** : .....

**Address** : .....  
.....  
.....

**Tel No.** : .....

**Email** : .....

**B. Educational Qualification:**

a) Name of school and year passing

(1) X : .....

(2) XII : .....

(3) Diploma : .....

b) % of Marks in English :.....

X<sup>th</sup> / XII<sup>th</sup> / Diploma / Degree : .....

**Degree / Technical Education**

c) Name of Degree :.....

d) Branch and year of passing :.....

e) Name of the College & Address :.....

.....

f) Name of University & Address :.....

.....

g) Duration of Course attended : .....

h) AICTE / UGC approval of College  
No. and date (if possessed) : .....

i) Total % of Marks obtained : .....

**C) Other Details**

a) Name of the sponsoring company : .....

& Address : .....

.....

Non Sponsored  : I agree to do the course without Sponsorship.

(Tick Mark)

b) Details of passport : No:.....Issued at .....

on ..... Date of Expiry .....

c) Do you know swimming : Yes / No

**D) Report of Medical fitness : Certificate of Fitness to be attached AT THE TIME OF ADMISSION**

*An applicant should be medically fit and possess a valid certificate in the form prescribed under Annexure IV and V of the Merchant Shipping (Medical Examination) Rules, 2016, to the effect that he is medically fit to be employed on board ships.*

*I certify that all the informations given above by me are true to the best of my knowledge and belief.*

**Signature of the Candidate**

**Name:** .....

**Date:** .....

---

---

**FOR OFFICE USE ONLY**

**Received and verified the application on** .....

**Admitted / Not admitted.**

**Slot No:** .....

**Remarks**.....

**Signature of Admitting Officer**

---

---

**MARINE ENGINEERING TRAINING INSTITUTE, COCHIN SHIPYARD LIMITED, KOCHI - 15**  
**CHECK LIST FOR ADMISSION OF GME TRAINEES**

Name of the Course and Duration		Graduate Mechanical Engineering Training - One Year								
<b>TO BE FILLED BY THE CANDIDATE</b>										
Full Name										
Slot No.										
Sponsored By										
Date of Birth & Age as on commencement of course		D	D	M	M	Y	Y	Y	Y	Age
Passport Details		Passport No.		Date of Issue		Place of Issue				
Details of Demand Draft		Amount								
		Bank								
		DD No.								
		Date								
		Payable at								
<b>NOTE: - 2 SETS OF PHOTOCOPIES (A4 SIZE) OF THE FOLLOWING FIRST 08 DOCUMENTS IN THAT ORDER ARE TO BE SUBMITTED. SOFTCOPIES OF ALL CERTIFICATES ARE TO BE KEPT WITH TRAINEES FOR FUTURE USE.</b>										
<b>FOR OFFICE USE</b>										
SL NO.	ATTACHMENTS WITH APPLICATION	VERIFIED	REMARKS							
01.	Degree/ Provisional Certificate		Mechanical	Mech. & Auto.	Naval Arch.					
02.	AICTE approval from college/UGC from University with approval No. & date									
03.	Consolidated Mark list or Mark sheets of all Sem -									
04.	English marks in X <sup>th</sup> and XII <sup>th</sup>									
05.	Medical cert. Original (validity for 15 months from starting of course, with photo) in prescribed format		Fit	Validity	DGS Approval No. of Doctor					
06.	Passport (Page Nos. 1, 2 & Last page)									
07.	Age proof (transfer certificate not acceptable)									
08.	Caste cert. for reserved categories (SCI & UTL only, if age relaxation is availed)									
09.	Certificate from nearest police station (original)									
10.	Colour photograph (with white shirt and white background clearly showing face and ear) Size 3.0 x 3.5 cm - 20 Nos.)									
11.	METI application form (application form to be completed with photograph. No columns to be left blank) and sponsorship letter to be submitted.									
12.	Agreement (Rs. 50/- stamp paper)									
13.	Trainees record sheet (METI document)									
14.	Provisional admission letter issued by METI									

Admitting Officer  
Date :-

**Medical Certificate for Service at Sea**

Colour  
Photograph  
40 mm X 30 mm

\_\_\_\_\_  
(Seafarer's Last Name, First Name & Middle Name)

\_\_\_\_\_  
(Number of CDC / Passport / other valid identification document – with type of document)

has been examined by \_\_\_\_\_  
(Name of Medical Examiner)

and has been found fit for service at sea in the job \_\_\_\_\_

- a) The hearing and sight of the seafarer concerned, and the colour vision in the case of a seafarer to be employed in capacities where fitness for the work to be performed is liable to be affected by defective colour vision, are all satisfactory; and
- b) The seafarer concerned is not suffering from any medical condition likely to be aggravated by service at sea or to render the seafarer unfit for such service or to endanger the health of other persons on board.
- c) The seafarer complies with the requirements specified in Table A-I/9 of STCW Code (i.e Minimum in service eyesight standards for seafarers), Table B-I/9 of the STCW Code (i.e. Assessment of minimum entry level and in-service physical abilities for seafarers) and Regulation 1.2, Standard A-1.2 & Guideline B-1.2 of the Maritime Labour Convention 2006.

\_\_\_\_\_  
(Date & Place of Medical Examination)

\_\_\_\_\_  
(Signature of the Medical Examiner)

\_\_\_\_\_  
(Serial number of the Certificate)

\_\_\_\_\_  
(Address with E-mail ID & Contact No. of Medical Examiner)

This Certificate expires on\* \_\_\_\_\_ Official stamp of the Medical Examiner  
(Day, Month, Year)\*

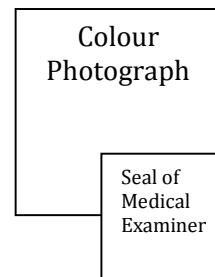
(\*Not more than 2 years from the date of issue, unless the seafarers is under the age of 18, in which case the maximum period of validity of the Medical Certificate shall be 1 year)

If the period of validity of the medical certificate expires in the course of voyage, the medical certificate shall continue in force until the next port of call where an approved Medical Examiner is available and the seafarer can obtain a medical certificate, provided that period of such extension shall not exceed 3 months.

**SIGHT TEST CERTIFICATE  
New Entry \*/Periodic\***

**Form B:**

Reference No. ....  
 Full Name .....  
 Rank .....  
 PP/CDC/ID No. ....  
 Date & Place of Birth .....  
 Colour of Eyes .....  
 Identification Notes .....



		Right Eye	Left Eye	Both Eyes	Result
Distance Vision	Unaided				
	Aided				
Near Vision	Unaided				
	Aided				
Field of Vision	Horizontal Plan				
	Vertical Plan				
Colour Vision	Ishihara				
	Lantern/Others				

I, Dr. .... hereby certify that the above mentioned candidate has met/not met\*, the eye sight standard for his/her designated rank/ position as set out in Annex-II\* / Annex-III\* for seafaring occupation.

.....  
Candidate's Signature

.....  
Signature of the Medical Examiner

Date ..... at .....

**Note:**

- 1) This certificate is valid for two years from the above date. New entry sight test certificates should be retained by the candidate till his active sea career.
- 2) Seafarer aggrieved by the decision of the Medical Examiner may appeal as per the provision of the M.S (Medical Examination) Rules, 2000 as amended.

\*Delete if not applicable.

**Note:** The principal rules were published in the Gazette of India, Part II, section 3, sub-section (i) vide Notification Number G.S.R.57 (E) dated the 19<sup>th</sup> January, 2000.



(AICTE APPROVAL LETTER FORMAT)

(To Be Printed In College Letter Head)

---

Ref. No.....

Date:.....

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. ...., Son of Mr.....was a bonafide student of this college during the period.....He has successfully passed the Degree Examination in.....held in the month of ....., and was placed in..... His Registration Number was.....

His conduct and character were good throughout his stay in this college.

Further certified that the said course and the college is approved by All India Council for Technical Education (AICTE), New Delhi vide their Letter No..... dated .....and the validity of the AICTE approval covers the entire duration of the degree course that the candidate attended.

**Principal**

**College Seal**

**(UGC APPROVAL LETTER FORMAT)**

**(To Be Printed In College Letter Head)**

---

Ref. No.....

Date:.....

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr. ...., Son of Mr. ....was a bonafide student of this college during the period.....He has successfully passed the Degree Examination in.....held in the month of ....., and was placed in..... His Registration Number was.....

His conduct and character were good throughout his stay in this college.

Further certified that the said course and the college is approved by University Grand Commission (UGC) Act 1956 Section 3, vide their Letter No. .... dated .....and the validity of the UGC approval covers the entire duration of the degree course that the candidate attended.

**PRINCIPAL**

**College Seal**

**FORMAT**

**POLICE CLEARANCE CERTIFICATE**

No. ....

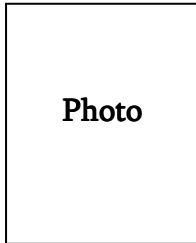
Certified that Shri. .... Date of Birth.....

S/o Shri. ....

.....is a resident of.....

this Police Station limits and he is not involved in any crime cases as per the station records.

This certificate is issued for the purpose of admission to GME Course in Marine Engineering Training Institute, Cochin Shipyard Limited, Kochi – 15.



Signature : .....

Sub Inspector of Police

.....Police Station

Place : .....

Date : .....



**AGREEMENT**

1. This agreement is made between Shri. ....  
S/o Shri. .... Resident of .....  
..... Marine Engineering Trainee  
(hereinafter called the Trainee) of the one part and the Cochin Shipyard Limited,  
Kochi - 682 015. A Government of India Enterprise, (hereinafter called the Shipyard)  
Which expression shall unless excluded by the context or the meaning thereof be  
deemed to be represented by the Head of Department (METI) or any person  
designated by the Cochin Shipyard Ltd, Cochin, of the other part.

2. Whereas Trainee ..... S/o Shri. .... has  
at the request of the trainee been selected for the admission to the Marine  
Engineering Training Institute in Cochin Shipyard Ltd., (hereinafter called the  
Institute) for the purpose of receiving pre sea Marine Engineering Training, inter alia,  
on the terms and conditions hereinafter appearing.

**3. Now it is here by agreed and between the parties hereto as follows:**

- a) That in consideration of the trainee being admitted to the Institute for the purpose of aforesaid Training course at request of the Trainee the Trainee covenants with the Shipyard that he will attend the Institute regularly and will observe and comply with all the rules and regulations thereof for the prescribed period, and that he, the trainee shall pay to the Shipyard promptly and whenever called up on to do so all the fees and the other cost as prescribed.**
- b) That the Head of Department (METI) (or any person designated by the Shipyard), can, at any time, in the interest of the Institute, have the trainee removed from the Institute if in the Head of Department's (or any person designated by the Shipyard) sole discretion the trainee has failed to accept the discipline of the Institute and his continued presence is considered detrimental to the other trainee or the Institute.**
- c) That the said trainee has been admitted on a specific understanding that he will be required to leave the Institute at any time during the training period if the Head of Department (or any person designated by the Shipyard) is of the opinion that his progress and attainment both in class and or otherwise are below the standard specified as requisite for admission and continuance of the said training at the Institute.**
- d) That no fees partial or full will be refunded if the said trainee is required to leave the Institute during the training period for any aforesaid reasons including medical grounds or if he or his parent /Guardian wish to withdraw the trainee from the Institute prior to the completion of his training.**
- e) That the trainee unilaterally and unconditionally holds harmless and hereby indemnifies the Shipyard and the Institute and its faculty staff who will not be liable for any damages/charges claims on account of injuries fatalities disabilities or any kind, or otherwise which may be sustained by the Trainee at any time during his training while taking part in studies, sports or any extra curricular or any other activities of the Institute with in or outside the Institute. The Trainee shall not be entitled to claim any compensation or other relief from the Institute in respect of any injury which he may sustain in the training of or as a result of the training or were infirmity or death results in the course of or as a result of surgical operation performed up on or anesthesia administrated to him for the treatment or any injury received as aforesaid or otherwise.**

- f) That the trainee hereby undertakes to keep the Shipyard and Institute harmless and indemnified at all times against all losses damages that may be sustained by them and /or arising out of the action taken by the Shipyard or the Institute or any claim /proceeding or any litigation, penalty or action that may be brought against the Shipyard and the Institute or arising out of or connection with the said training or out of the action taken by the Shipyard or the Institute against the trainee for the infringement of any or all of the rules for training set out by the Institute.
- g) The trainee undertakes to make a good to the Institute any damages caused by the trainee either willfully or by negligence during the above mentioned training.
- h) And if there is any dispute as to the effect or meaning of these presents or in any way touching or arising out of these presents the same shall be referred to the sole arbitration of the Cochin Shipyard Limited. Whose decision shall be final and binding on all the parties.

4. This agreement is subjected to the jurisdiction of Cochin or a place were the violation of the terms of the agreement take place in the option of the Cochin Shipyard Limited.

5. In witness where of the trainee ..... and the Head of Department (METI) (or any other person designated by the Cochin Shipyard Limited) have set their hands the day and the year written here below.

Signed and delivered by the Trainee  
 at..... on.....

Signed and delivered  
 for and on behalf of the  
 Cochin Shipyard Limited  
 Head of Department (METI)

**Witness 1**

**Witness 2**

Signature: .....

Signature: .....

Name:.....

Name:.....

Address.....

Address.....

.....

.....