

## **BOOKING PROCEDURE OF COMPETENCY COURSES**

For booking of a course please follow the below procedure after confirming the availability of a seat. Mail can be sent on [training@imare.in](mailto:training@imare.in) or contact on 9773363542 / 9594204403

- **Course Fee details is available under the Course Fee menu**
- **Course Schedule is available under Course Offered by Institute / Course Schedule**
- **Please ensure your DGS profile is updated with proper photograph, signature and required details. In case candidate's profile is not updated on DGS platform, then candidate's name cannot be uploaded in the batch details**

**STEP1:** For Registration: <https://forms.gle/DBvLuEarFpbk3aqX9>

**STEP 2:** Upload the documents: Create a single folder with your Name + the Course name. Scan each of your documents as a single pdf file and place inside the folder and then email on [documents@imare.in](mailto:documents@imare.in)

For example: Folder Name Abhinav Class I. Files are CDC.pdf (Front page, last page and relevant stamped pages), Passport.pdf, INDos.pdf, COC. pdf and Eligibility letter (for NCV candidates). Only your photo can be a .jpg file.

- \* **Important** - Download Sea service record for CLASS 1/2/4.xlsx (as appropriate) and fill-up your sea service details. Include this Excel sheet along with your other documents in the email to [documents@imare.in](mailto:documents@imare.in)

- ❖ [Sea Service Record for Class 1. xlsx](#)
- ❖ [Sea Service Record for Class 2. xlsx](#)
- ❖ [Sea Service Record for Class 4. xlsx](#)

\* **Warning:** Entering wrong data in the sea-time Excel-sheet is an offence.

Any dates entered will be verified against CDC entries.

**STEP 3:** Pay the course Fee: Visit [www.imare.in](http://www.imare.in) --- Use the option "**Buy Online**" then choose the course you want to pay the course fee

**STEP 4:** Send an email to [training@imare.in](mailto:training@imare.in) and [accounts@imare.in](mailto:accounts@imare.in) mention candidate details and transaction details

**STEP 5:** You will receive a confirmation mail from training department.

**UNLESS YOU COMPLETE THE ABOVE 4 STEPS YOUR BOOKING WILL NOT BE CONFIRMED**