

## **MEO Class IV (NCV)**

- Course ID- 3112
- Course Duration: 4 months
- Course Timings: Monday to Friday  
0900hrs to 1600hours with lunch break and tea breaks
- Course Fee details are available under the “Course Fee”
- Course Schedule is available under “Course Schedule”
- Admission is based on first cum first serve basis.
- Please ensure your DGS profile is updated with proper photograph, signature and required details ([as per DGS order 7 of 2021](#)) In case candidate’s profile is not updated on DGS platform, then candidate’s name cannot be uploaded in the batch details
- Prior booking of a course please confirm the availability of a seat.  
Mail can be sent on [training@imare.in](mailto:training@imare.in) or **contact** on 022 - 27711663 / 27701664. Mob Nos.: +91 – 8454847896

### **For booking please follow the below STEPS**

**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 and place them 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, Sea Service Testimonials. pdf and eligibility letter from MMD.pdf. Only your photo can be a .jpg/JPEG file.

**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). Kindly mention that you have completed all steps i.e., Step 1, 2 & 3. After completing all the steps, share your details and transaction details.

**STEP 5:** On completion of all 4 above steps, you will receive confirmation from training department.

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

*In Case of Cancellation 25% of the Course fee will be deducted.*