

NOTI Course Booking Guidelines

This document explains the course booking process at NUSI Offshore Training Institute (NOTI) for individual candidates and candidates applying under the NUSI Saksham Scheme.

Before applying, candidates are strongly advised to review the relevant Eligibility Guidelines:

- **DP Course Eligibility Guidelines**
- **Rating / Skill Course Eligibility Guidelines**

Eligibility requirements vary by course, and applications are processed only after eligibility verification. Eligibility approval is mandatory for all courses.

A. NOTI – Course Booking Process (For Individual Candidates)

NOTI currently follows a structured but manual booking process to ensure candidate eligibility and compliance with course requirements. The step-by-step process is outlined below:

Step 1: View Course Schedule

Candidates are required to visit the **Course Schedule** page on the NOTI website. On this page, candidates can view:

- Course name
- Course duration
- Training schedule
- Course fees
- Seat availability

If seats are available for a course, an **“Apply”** button will be visible. If seats are full, the Apply button will not be shown.

Step 2: User Registration

After clicking the **“Apply”** button, the candidate is redirected to the **User Registration** page.

Here, the candidate must fill in their personal details through the online registration form.

Step 3: Registration Confirmation & Document Submission

Once the registration form is submitted:

- The candidate receives a Registration Confirmation email
- The email requests submission of required documents for eligibility verification
- Document requirements depend on the course eligibility criteria

Candidates must refer to the relevant Eligibility Guidelines document to understand the required documents before submission.

Step 4: Eligibility Verification

The submitted documents are reviewed by NOTI faculty to verify whether the candidate meets the eligibility criteria defined in the relevant Eligibility Guidelines.

Only eligible candidates proceed to the payment stage.

Note: Eligibility requirements differ for Dynamic Positioning (DP) Courses & Rating / Skill Enhancement Courses. Candidates must ensure they meet eligibility before applying to avoid delays.

Step 5: Eligibility Approval & Payment Instructions

After the faculty confirms eligibility:

- The NOTI team updates the course backend and clicks **“Confirm Eligibility”**
- The candidate receives an **Eligibility Confirmation & Payment Instructions** email

This email includes:

- Course fee details
- Bank account details
- Instructions for fee payment

Step 6: Payment Details Submission

After completing the fee payment:

- The candidate clicks on the **“View Registration”** link provided
- The candidate enters their **Registration ID**

- A payment details form appears, where the candidate submits payment information

Upon submission, the candidate receives an email titled “**Payment Details / Receipt**”, confirming that the payment details have been registered and will be verified.

Step 7: Payment Verification & Booking Confirmation

The NOTI team manually verifies the payment with the accounts department. Once payment is confirmed, the candidate receives the final email:

“Payment Received & Booking Confirmed”

This email confirms that the course seat has been successfully booked and also includes the **joining instructions**, along with important details related to reporting, documentation, and course commencement.

Alternatively, For DP Course Bookings

Dynamic Positioning (DP) courses follow a separate eligibility pathway.

Candidates must:

- Review the DP Course Eligibility Guidelines before applying
- Ensure required sea time, certification, and documentation are available

For DP course enquiries and bookings, candidates should contact NOTI directly:

 **Email:** notibooking@isfgroup.in

B. NUSI Saksham Courses – Booking Guidelines

Skill Enhancement courses conducted under the **NUSI Saksham Scheme** follow separate eligibility criteria defined in the Rating / Skill Course Eligibility Guidelines.

To avail of courses under the NUSI Saksham initiative:

- Candidates must contact their **Company** or **NUSI**
- Registration is coordinated directly through the concerned authorities

 **Email:** nusisaksham@outlook.com

Important:

Submission of registration does not guarantee course confirmation.

Course booking is confirmed only after:

- Eligibility approval
 - Payment verification
 - Seat availability confirmation
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Conclusion

Candidates are advised to carefully follow the booking steps and ensure timely submission of documents and payment details. For any clarifications related to course booking, eligibility, or registration, candidates should contact the relevant email addresses provided above.