



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
समुद्रीय प्रशासन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF MARITIME ADMINISTRATION, MUMBAI

August 24, 2026

Notice to CoC Examination candidates

Sub: Online process for submitting request for refund of exam fees paid - reg.

The Directorate General of Maritime Administration has since making the transition to the new examination portal, been regularly informing the candidates to avoid making multiple payment of fees and wait for the confirmation from the Bharatkosh gateway. It has been noticed that there are a number of candidates who have made multiple payment for the same service request and have been seeking refund of the duplicate payment made.

In order to collect the data of such candidates who have made multiple payment for functions such as Eligibility assessment/Seat Booking/CoC application etc, in the new examination system; and, are seeking a refund, an online 'Refund Request Form' has been enabled in the exam portal. <https://exams.dgma.gov.in/>. Candidates are requested to ensure that the Refund Request Form, along with the requisite proof (as mentioned on the form) are submitted online.

This is issued with the approval of competent authority.

(Praveen Nair)
Deputy Chief Surveyor

ANNEXURE

Seafarers seeking a refund are requested to follow the below instructions to submit their request through the online Refund Request Form:

1. Log in to the portal - <https://exams.dgma.gov.in/>
2. Go to Refund Request Tab. Your INDoS Number will be displayed automatically at the top right of the form.
2. Under 'Payment Information', enter the Reference Number or Order ID and the Total Amount Paid.
3. Select the Payment Type, Grade for which Paid, MMD, and Exam Type from the respective drop-down menus.
4. Enter the Date of Payment in dd-mm-yyyy format.
5. Enter the Bank Name with Address and Branch where the refund is to be credited.
6. Enter the Account No., IFSC Code, and PAN No. correctly.
7. Click 'Download Refund Form' to obtain the blank form, fill it, sign it, and attach a scanned copy of the form along with the required proof mentioned.
8. Under 'Attach Receipt' and 'Bank Statement Showing the Transaction', upload the receipt and the bank statement evidencing the payment.
9. Upload the duly filled and signed Refund Form (with evidence) under 'Upload Refund Form'.
10. Review all the details entered and click 'Save' to submit the Refund Request.

Reference: Screenshot of the Refund Request Form

Note: To be filled and signed by the candidate themselves, along with proof as mentioned in para 8 (a to d) of the Refund Request Form. The proof and the signed document may be uploaded as a single PDF for speedy disposal of refunds. Unfilled or partially filled claims will not be entertained.

For any queries or technical assistance, Seafarers may write to: **support-dgsexam@cdac.in**