



IWAI- Inland Waterways Authority of India

User Guide

Registration(IV Crew)

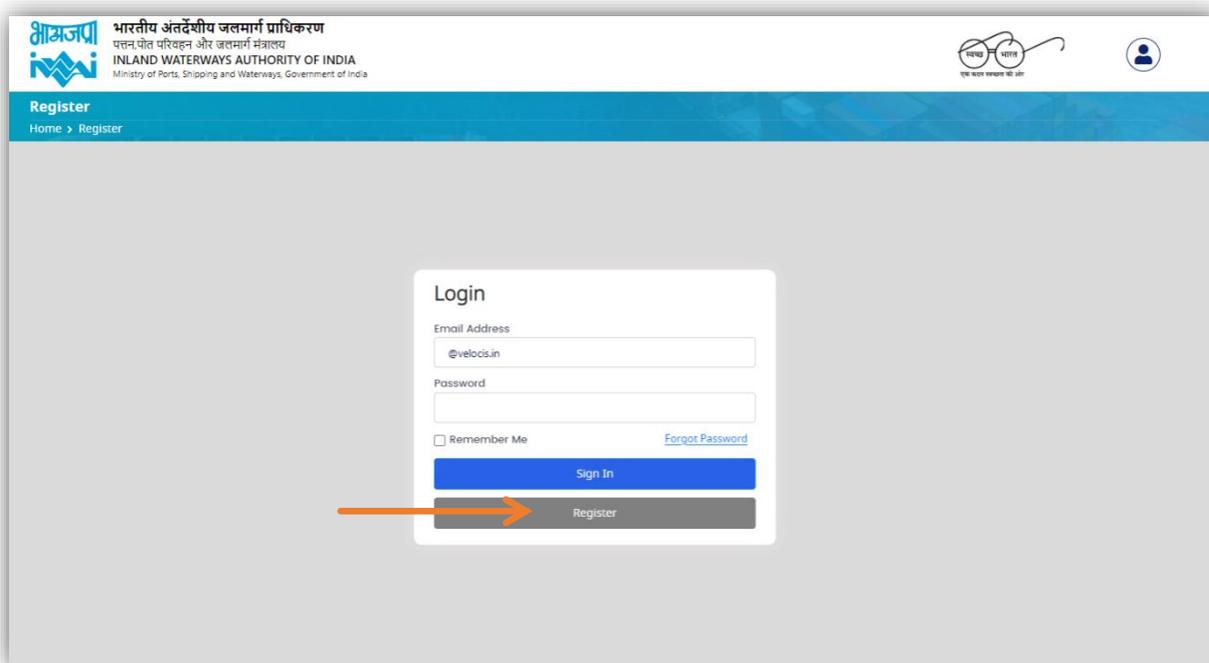
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1. Introduction

The manual serves as a step-by-step reference for executing tasks efficiently within the IWAI portal. It is aimed at ensuring a smooth and user-friendly experience by detailing each process, from user registration to advanced workflows such as service record approval, certification issuance, and training management.

URL: <http://navic.iwai.gov.in/>



The screenshot displays the 'Register' page of the IWAI portal. The page header features the IWAI logo and the text 'भारतीय अंतर्देशीय जलमार्ग प्राधिकरण' and 'INLAND WATERWAYS AUTHORITY OF INDIA'. The main content area shows a 'Login' form with fields for 'Email Address' (containing '@velocis.in') and 'Password'. Below the fields are checkboxes for 'Remember Me' and a 'Forgot Password' link. Two buttons are visible: a blue 'Sign In' button and a grey 'Register' button. An orange arrow points to the 'Register' button.

2. Registration (IV Crew)

- Open your web browser and navigate to the IWAI url
- The Home page will appear. Click on the **Register** Button.
- The **User Registration** form will be displayed

Select Category *
Ship Owner

User Type *
Select User Type

Name as Per Selection *

Address *

State *

Mobile Number *

PAN Number

GST Number

CIN Number

DIN Number

IMO Number of Company/Individual

Date of Incorporation
dd-mm-yyyy

Upload Document

Registration Certificate
Choose File No file chosen

GST Certificate
Choose File No file chosen

CIN Certificate
Choose File No file chosen

MOA OR AOA
Choose File No file chosen

IMO Certificate
Choose File No file chosen

Note: Only application/pdf,application/docx file types, with a maximum size of 9 MB

Sign Up Reset

- By default, the **Category** will be selected as **Ship Owner**

Select Category *
Ship Owner

Ship Owner

Ship Builder

Ship Manager

Ship Designer

IV Crew

Service Provider

IVNTI

Classification Societies

Name *

The Name field is required.

Email Id *

State *

Mobile Number *

GST Number

CIN Number

- From the dropdown list, select the category **IV Crew**.
- The fields in the form will adjust according to the selected category (**IV Crew**)

Select Category *
IV Crew

Name *

Raj

Rank

Lascars or Deck Hands

Date Of Birth

14-01-2003

Passport Number

GD5446456

Passport Valid Till *

17-04-2025

INDIVC Number

42343243

IVCIRB Number

IVCIRB Validity

dd-mm-yyyy

COC number (if any)

XZCXCXXX

Email ID *

The Email field is required.

Permanent Address *

Current Residential Address (Same as Permanent Address)

State *

Select State

Mobile Number *

Upload Document

INDIVC * No file chosen

Passport * No file chosen

IVCIRB No file chosen

COC * No file chosen

Aadhar/ID * No file chosen

Note: Only pdf,docx,docs file types, with a maximum size of 4 MB

- Fill in all the mandatory fields
- Upload the required Document

Select Category *
IV Crew

Name *
Raj

Rank
Lascars or Deck Hands

Date Of Birth
14-01-2003

Passport Number
GD5446456

Passport Valid Till *
17-04-2025

INDIVC Number
42343243

IVCIRB Number

IVCIRB Validity
dd-mm-yyyy

COC number (if any)
XZCXCXXXX

Email ID *

The Email field is required.

Current Residential Address (Same as Permanent Address)

State *
Select State

Mobile Number *

Upload Document

INDIVC * No file chosen

Passport * No file chosen

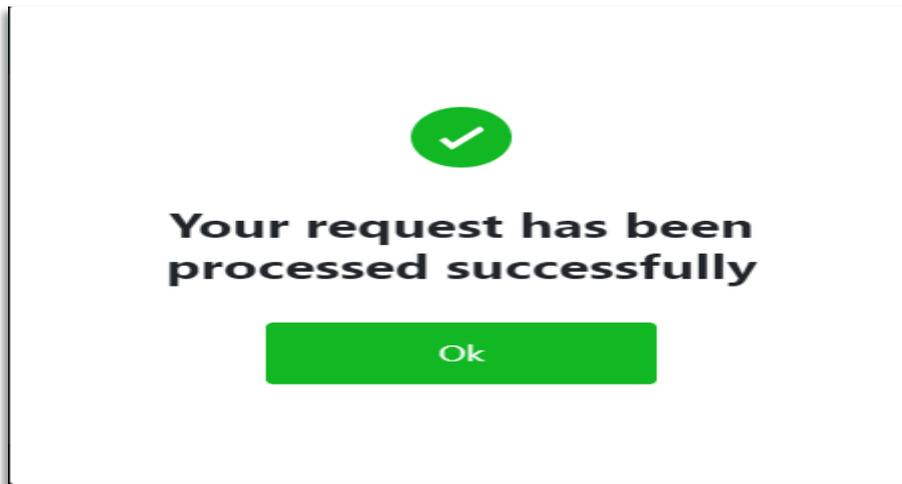
IVCIRB No file chosen

COC * No file chosen

Aadhar/ID * No file chosen

Note: Only pdf,docx,docs file types, with a maximum size of 4 MB

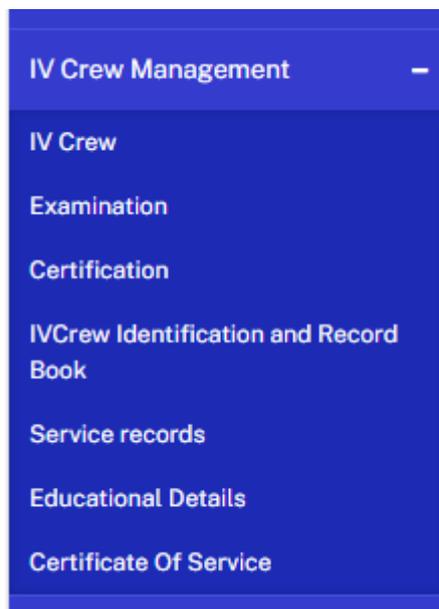
- Click the Sign Up button
- A confirmation message will be displayed, confirming the successful submission of the registration form.



- After registration, the login details will be sent to the registered email ID.

3. IV Crew

- Log in using your IV Crew credentials
- From the left side navigation menu, expand the IV Crew Management menu



- Select "IV Crew", following screen will display

IV Crew
IWAI » IV Crew management » IV Crew

Personal Details

Name	INDIVC Number	Mobile No.	E-mail Id
<input type="text" value="Test Crew"/>	<input type="text" value="525224"/>	<input type="text" value="455555555"/>	<input type="text" value="crew1@gmail.com"/>
State	Address		
<input type="text" value="Uttar Pradesh"/>	<input type="text" value="address"/>		

Educational Details

Reference Number	Educational Level	Certificate Number	Board Name	Passing Year	PCM Percentage	Result Grade
878796	High School	2	Delhi University	2020	70.0	60

Service Records

Reference Number	Service Type	From Date	To Date	Certificate
112113	Deck Crew	12-12-2024	14-12-2024	12975.kb

IVNTI Courses

Course Name	IVNTI Name	Certificate Number	Batch
Master class-1 preparatory course	NINI Institute	5	31-01-2024-31-01-2025
Certificate of Proficiency - Fire Prevention and Fire Fighting (FPPF)	NINI Institute	5	----

Certificate Of Competency

Grade	Certificate Number	Issue Date	Expiry Date
Inland Engineer Driver	gfgf54	01-04-2025	25-11-2027

The following details will be displayed on the screen:

- **INDIVC Number**
- **Education Details**
- **Service Record**
- **IVNTI Courses** (Pre and Post Training)
- **Certificate Of Competency**

➤ The procedure for adding or updating these details is explained in the subsequent sections.

4. Apply for Examination

➤ From the left side navigation menu, expand the IV Crew Management menu and select “Examination”.

Examination IWA | IV Crew management » Examination

[Apply For Oral Examination](#)

No Records Found

- Click on “Apply for Oral Examination” button

Examination IWA | IV Crew management » Examination

IVNTI State * Exam/Grade * Propulsion Type

Course Certificate * No file chosen

Note: Only pdf,docx,doc file types, with a maximum size of 4MB

- Fill in all the mandatory fields

Examination IWA | IV Crew management » Examination

IVNTI State * Exam/Grade * Propulsion Type

Course Certificate * Test2.pdf

Note: Only pdf,docx,doc file types, with a maximum size of 4MB

- Click on the Submit button. You will be redirected to the Fee Payment screen.

Payment

Online Offline

Activity	Amount
Examination	1000.00
CGST @ 9.0%	90.00
SGST @ 9.0%	90.00
Total Payable	1180.00

Back Pay Now

- On the Fee Payment screen, choose a payment mode: **Online** or **Offline**.
- For **Online Mode**:
 - Click on the **Pay Now** button.
 - Select your preferred payment method.

The screenshot shows a payment interface. On the left is a purple merchant card with a white 'T' logo, the text 'testMerchantName', and the amount '₹ 1,000.00'. Below the amount is a green 'Offers' button with a right arrow. At the bottom of the card, it says 'Secured by Cashfree Payments'. On the right is a white overlay with a close button (X) in the top right corner. The overlay has three sections: 'Preferred Methods' with 'testsuccess@gocash UPI' and 'PhonePe Wallet'; 'Quick UPI' with a QR code and a 'Tap to generate QR' button, and 'Scan and pay with' logos for Google Pay, PhonePe, and Paytm, with the text 'or other UPI apps'; and 'Payment Options' with a partially visible 'Bank UPI' option.

- For testing purposes, select **Test Success**. The payment will be marked as successful.
- For **Offline Mode**:
 - Select **Challan Receipt**.

Please Select Challan Receipt *

Choose File No file chosen

Back Make Payment

- Click on **Make Payment** to confirm.
- Once the payment is completed, the application status will be updated to **Examination Applied**.

Examination IWAI » IV Crew management » Examination

[+ Apply For Oral Examination](#)

Applicant Name	Applicant Email	Applicant Phone	Exam/Grade	Result	Application Status	Action
Test Crew	crew1@gmail.com	4555555555	Master Class 1		EXAMINATION APPLIED	
Test Crew	crew1@gmail.com	4555555555	Master Class 2		EXAMINATION APPLIED	

- The examination application will now be sent to the **Chief Examiner** for further processing.

5. Examination Result (Chief Examiner)

- Log in as Chief Examiner for the same state to which the IVNTI state is assigned in the examination form.
- From the left side navigation menu, expand the IV Crew Management menu and select "Examination". A listing of applications will appear.

Examination IWAI » IV Crew management » Examination

Applicant Name	Applicant Email	Applicant Phone	Exam/Grade	Application Status	Action
Test Crew	crew1@gmail.com	4555555555	Master Class 2	EXAMINATION APPLIED	Examination Result
Test Crew	crew1@gmail.com	4555555555	Master Class 1	EXAMINATION APPLIED	Examination Result

- Click on Examination Result

EXAMINATION IWAI » IV CREW MANAGEMENT » EXAMINATION

Exam Result

IVNTI State: Assam Propulsion Type: Electric Exam/Grade: Inland Engineer Driver

Payment Details

Payment Mode: Offline Payment Amount: 500.0 CGST: 45.0 SGST: 45.0

IGST: 0.0 Payment Date: 17-04-2025 Challan Receipt: [3-mb-sample-pdf-file.pdf](#)

Marks * Result *

- Enter the Marks
- Select the Result either as Pass or Fail
- Click on the Submit button
- After submitting the result, the IV Crew member will proceed with the next steps.

6. Examination (Apply COC)

- From the left side navigation menu, expand the IV Crew Management menu and select “Examination”. A listing of applications will appear.

Applicant Name	Applicant Email	Applicant Phone	Exam/Grade	Result	Application Status	Action
Test Crew	crew1@gmail.com	4555555555	Master Class 1		EXAMINATION APPLIED	
Test Crew	crew1@gmail.com	4555555555	Master Class 2	Pass	RESULT PUBLISHED	Apply Certificate of Competency

- Click on “Apply Certificate of Competency”. The Apply COC form will appear

Apply COC IWAI » IV Crew management » Apply COC

Apply Fresh Certificate of Competency

IV Crew Name: Email: Phone Number:

IVNTI State: Exam/Grade: Marks:

Result: Current Address * ID Proof Document *

Note: Only pdf,docx,doc file types, with a maximum size of 4MB

- Enter the Current Address
- Upload the ID Proof Document

Apply COC IWAI » IV Crew management » Apply COC

Apply Fresh Certificate of Competency

IV Crew Name <input type="text" value="Test Crew"/>	Email <input type="text" value="crew1@gmail.com"/>	Phone Number <input type="text" value="4555555555"/>
IVNTI State <input type="text" value="Uttar Pradesh"/>	Exam/Grade <input type="text" value="Master Class 2"/>	Marks <input type="text" value="90"/>
Result <input type="text" value="Pass"/>	Current Address * <input type="text" value="current address"/>	ID Proof Document * <input type="button" value="Choose File"/> <input type="text" value="Test2.pdf"/>

Note: Only pdf,docx,doc file types, with a maximum size of 4MB

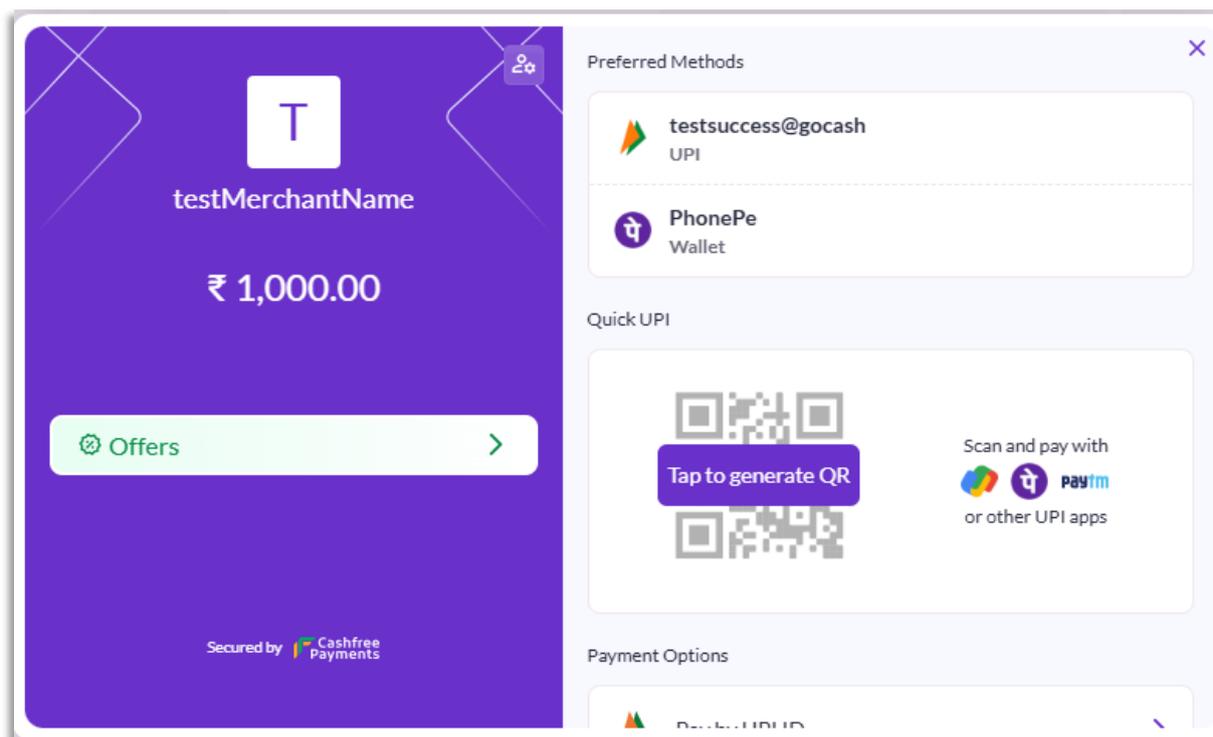
- Click on the Submit button. You will be redirected to the Fee Payment screen.

Payment IWAI » Payment

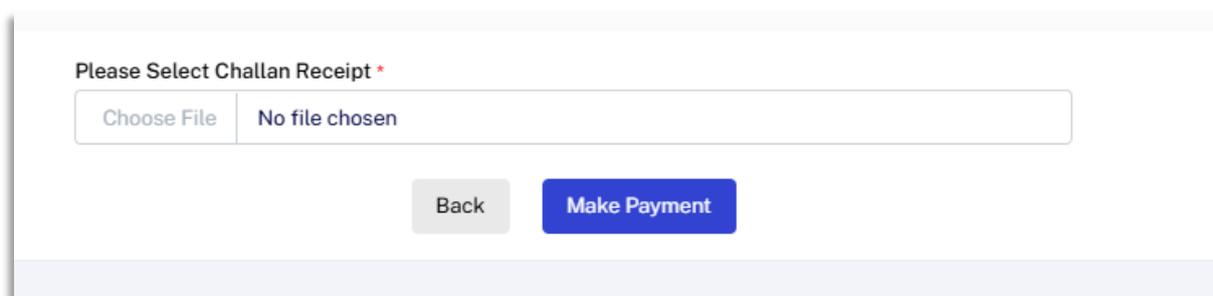
Online Offline

Activity	Amount
COC Apply	500.00
CGST @ 9.0%	45.00
SGST @ 9.0%	45.00
Total Payable	590.00

- On the Fee Payment screen, choose a payment mode: **Online** or **Offline**.
- For **Online Mode**:
 - Click on the **Pay Now** button.
 - Select your preferred payment method.



- For testing purposes, select **Test Success**. The payment will be marked as successful.
- For **Offline Mode**:
- Select **Challan Receipt**.



- Click on **Make Payment** to confirm.

7. Issue COC by Chief Examiner

- Log in as Chief Examiner for the same state to which the IVNTI state is assigned in the examination form.
- From the left side navigation menu, expand the IV Crew Management menu and select "Certification". A listing of applications will appear.

Exam/Grade	Applicant Name	Applicant Email	Application Status	Action
Master Class 1	Test Crew	crew2@gmail.com	COC APPLIED	Issue Fresh Certificate of Competency

- Click on Issue Fresh Certificate of Competency

Issue Fresh Certificate of Competency

IV Crew Name Reena	Email reena.goswami@velocis.co.in	Phone Number 7988204072	IVNTI State Assam
Exam/Grade Inland Engineer Driver	Marks 85	Result Pass	

Payment Details

Payment Mode Offline	Payment Amount 1000.0	CGST 90.0	SGST 90.0
IGST 0.0	Payment Date 17-04-2025	Challan Receipt CPCB_UsedOil_Importer_PaymentReceipt.pdf	

Booklet Number *	COC Number *	Upload Certificate of Competency *	Issue Date *
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	dd-mm-yyyy <input type="text"/>
Expiry Date *	Conducted By *		
dd-mm-yyyy <input type="text"/>	<input type="text"/>		

Note: Only pdf,docx,docs file types, with a maximum size of 4MB

- Fill Out the Mandatory Fields
- Click on Submit Button, COC will get Issued

Exam/Grade	Applicant Name	Applicant Email	Application Status	Action
Master Class 1	Test Crew	crew2@gmail.com	COC ISSUED	Generate COC

- Click on Generate COC to generate the COC. After the COC get generated, link “Dispatch Fresh Certificate of Competency” will display

Exam/Grade	Applicant Name	Applicant Email	Application Status	Action
Master Class 1	Test Crew	crew2@gmail.com	COC GENERATED	Dispatch Fresh Certificate of Competency

- Click on Dispatch Fresh Certificate of Competency

Certification IWAI - IV Crew management - Certification

Dispatch Certificate of Competency

COC Number Exam/Grade Agency Name *

Tracking Number *

- Enter Agency Name
- Enter Tracking Number
- Click on Submit Button

8. Apply for IVCrew Identification and Record Book

- Login as IV Crew and from the left side navigation menu, expand the IV Crew Management menu and select “IVCrew Identification and Record Book”

IVCrew Identification and Record Book IWAI - IV Crew management - IVCrew Identification and Record Book

[+ Apply For IVCrew Identification and Record Book](#)



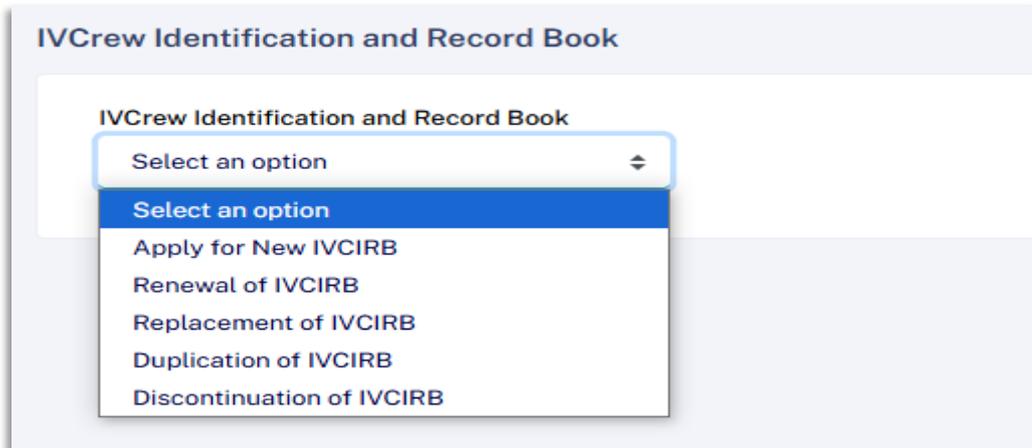
No Records Found

- Click on “Apply for IVCrew Identification and Record Book” button

IVCrew Identification and Record Book

IVCrew Identification and Record Book

- Select a value from the dropdown menu



➤ After selecting a value, a form will appear

The image shows a screenshot of the application form after selecting "Apply for New IVCIRB". The form is titled "IVCrew Identification and Record Book" and "Apply For New IVCIRB". It contains the following fields:

- IVCrew Full Name: Test Crew
- IWAI Office: Uttar Pradesh
- Date of Birth: [Empty]
- Nationality: indian
- Gender: male
- INDIVC No: 525224
- Height in CMs: [Empty]
- Color of Eyes/Hair: [Empty]
- Upload Passport Size Picture: Choose File | No file chosen
- Upload Signature: Choose File | No file chosen
- NEXT OF KIN IVCrew:
 - Name: [Empty]
 - RelationShip: [Empty]
 - Address: [Empty]
 - Mobile No.: [Empty]
- Email: [Empty]

At the bottom of the form, there are "Submit" and "Reset" buttons.

➤ The Following fields will be pre-filled in the form :-

- IVCrew Full Name
- IWAI Office
- Nationality
- Gender
- INDIVC No

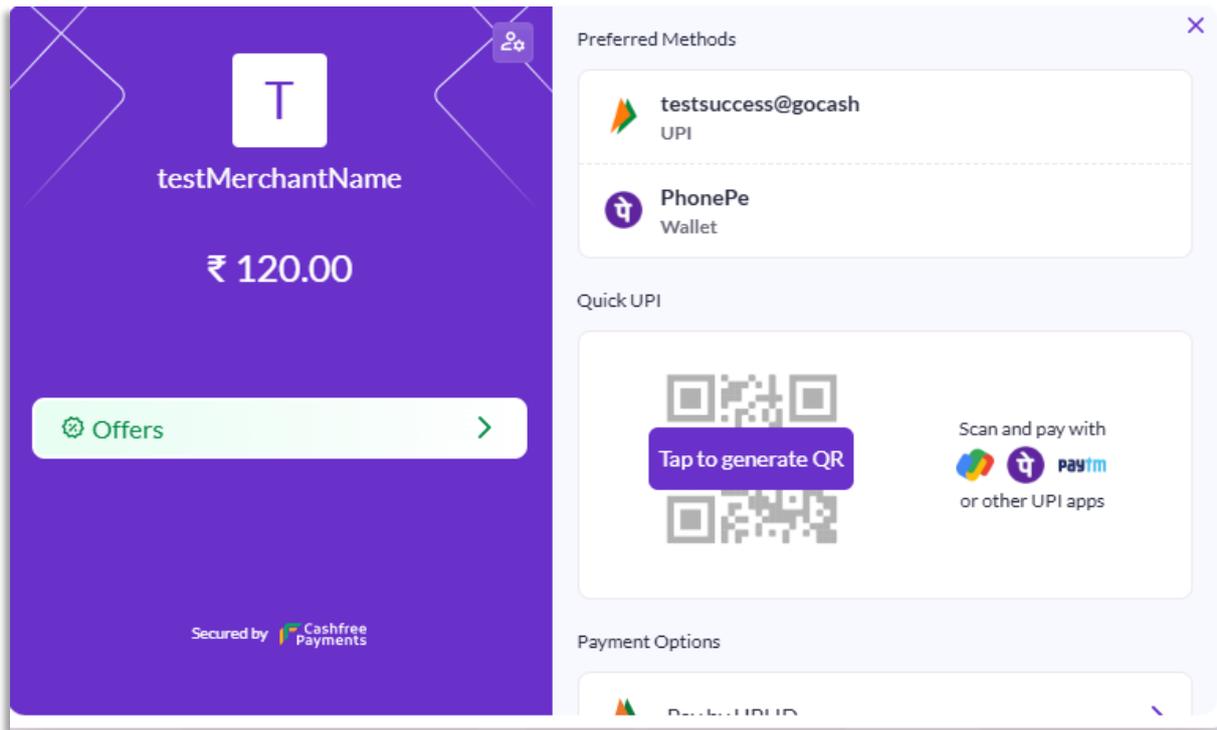
➤ Fill in the remaining fields

Gender male	INDIVC No 525224	Height in CMs 170	Color of Eyes/Hair black
			
Upload Passport Size Picture * Choose File Dummy Image.PNG	Upload Signature * Choose File test signature.png		
NEXT OF KIN IVCrew			
Name * Kin Name	Relationship * Father	Address * Address	Mobile No. * 3673278888
Email a@gmail.com			
Submit		Reset	

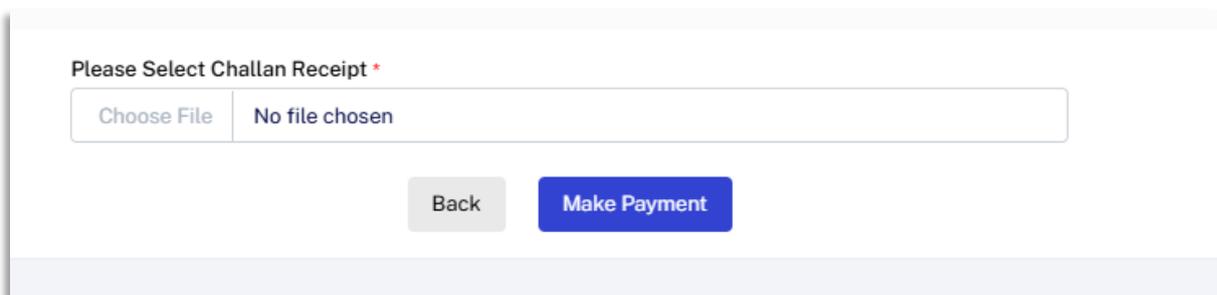
- Click on the Submit button. You will be redirected to the Fee Payment screen.

Payment	
<input checked="" type="radio"/> Online <input type="radio"/> Offline	
Activity	Amount
Apply For New IVCIRB	120.00
CGST @ 9.0%	10.80
SGST @ 9.0%	10.80
Total Payable	141.60
<input type="button" value="Back"/> <input type="button" value="Pay Now"/>	

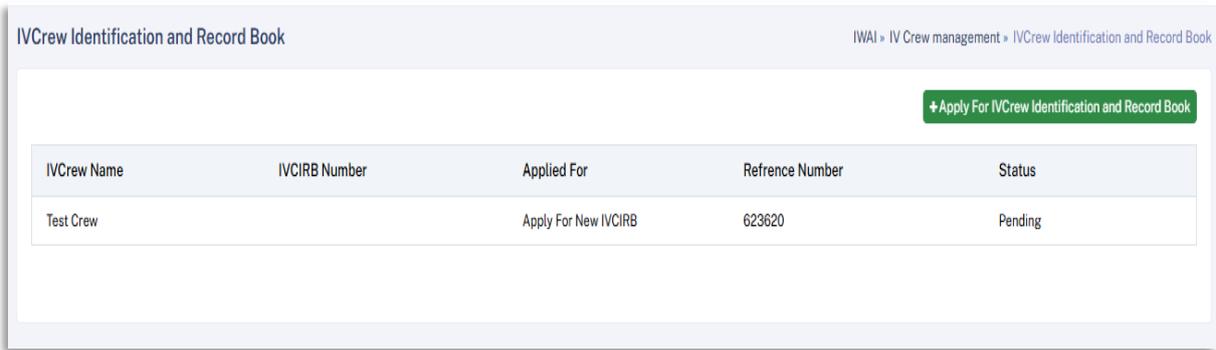
- On the Fee Payment screen, choose a payment mode: **Online** or **Offline**.
- For **Online Mode**:
 - Click on the **Pay Now** button.
 - Select your preferred payment method.



- For testing purposes, select **Test Success**. The payment will be marked as successful.
- For **Offline Mode**:
- Select **Challan Receipt**.



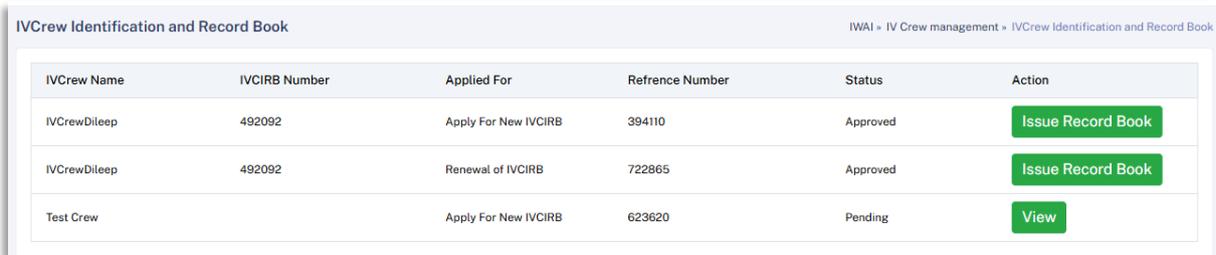
- Click on **Make Payment** to confirm.
- After the payment is done, Application status will be updated to "Pending"



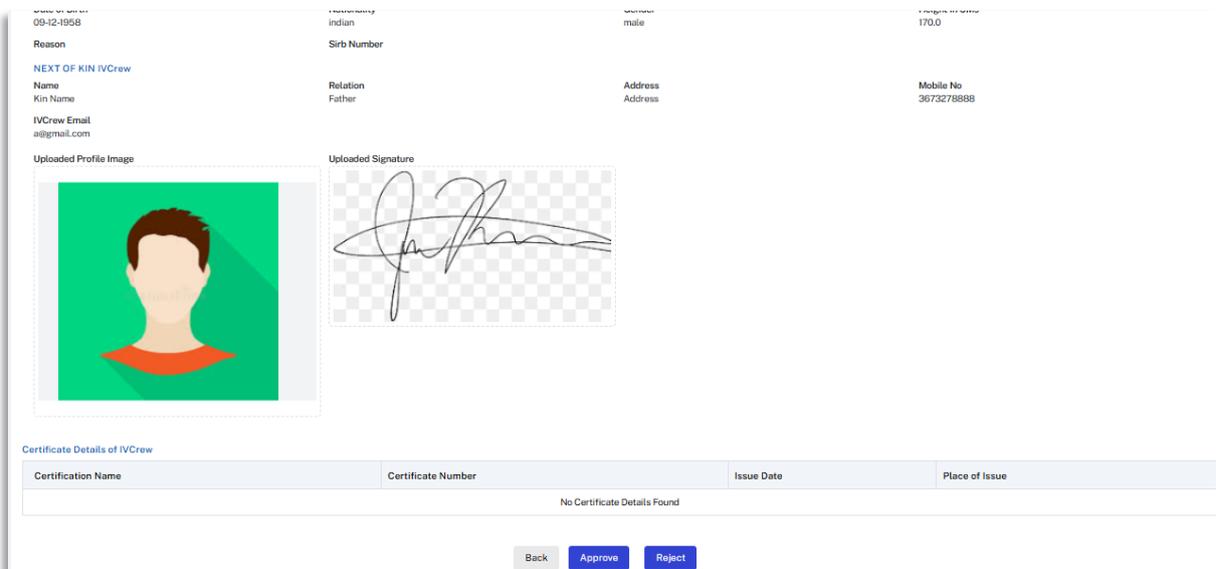
- Now the application will go to D.A

9. Approval of IVCrew Identification and Record Book(DA Login)

- Login as DA
- From the left side navigation menu, expand the IV Crew Management menu and select “IVCrew Identification and Record Book”



- Click on the “View” button to display the application details.



- Click on the approve button . The application will be approved and the “Issue Record button” will appear for the approved application

IVCrew Name	IVCIRB Number	Applied For	Reference Number	Status	Action
IVCrewDileep	492092	Apply For New IVCIRB	394110	Approved	Issue Record Book
IVCrewDileep	492092	Renewal of IVCIRB	722865	Approved	Issue Record Book
Test Crew	132322	Apply For New IVCIRB	623620	Approved	Issue Record Book

- Click on the “Issue Record Book” button to generate the record book

Additional Services

IV Crew members can apply for the following additional services:

- Renewal
- Replacement
- Duplication
- Discontinuation

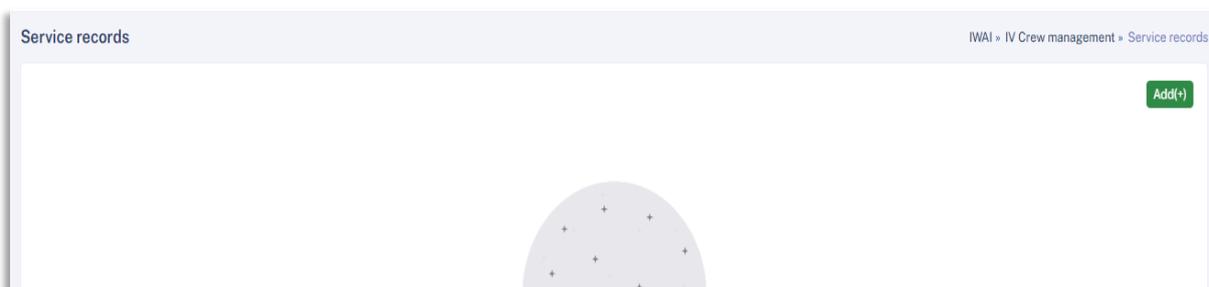
The procedure for these services is the same as explained above.

Important Notes:

- Once an application for a new IVCIRB is approved, the user cannot apply again for a new IVCIRB.
- If discontinuation is applied for, the user cannot avail of other services.

10. Service Record

- Login as IV Crew
- From the left side navigation menu, expand the IV Crew Management menu and select “Service Records”



- Click on the “Add” button to open the Service record form

SERVICE RECORDS IWAI • IV CREW MANAGEMENT • SERVICE RECORDS

Vessel Number *

Ship Name *

Type of Service *

Start Date of Service *

End date of Service *

Certificate of Experience *

Remarks *

Note: Only pdf,docx,docs file types, with a maximum size of 4MB

- Enter the Vessel Number(the Ship Name will auto-populate based on the entered Vessel Number).

SERVICE RECORDS IWAI • IV CREW MANAGEMENT • SERVICE RECORDS

Vessel Number *

Ship Name *

Type of Service *

Start Date of Service *

End date of Service *

Certificate of Experience *

Remarks *

Note: Only pdf,docx,docs file types, with a maximum size of 4MB

- Fill out all mandatory fields

SERVICE RECORDS IWAI • IV CREW MANAGEMENT • SERVICE RECORDS

Vessel Number *

Ship Name *

Type of Service *

Start Date of Service *

End date of Service *

Certificate of Experience *

Remarks *

Note: Only pdf,docx,docs file types, with a maximum size of 4MB

- Click on the Submit button.
- The status of the Service Record will be updated to **Awaiting Approval**.
- The request will be forwarded to the DA for approval.

11. Approval of Service Record

- Login as DA
- From the left side navigation menu, expand the IV Crew Management menu and select “Service Records”

Service records IWAJ » IV Crew management » Service records

Reference Number	Crew Name	Vessel Name	Service Type	From Date	To Date	Status	Action
112113	Test Crew	VelocisShip	Deck Crew	12-12-2024	14-12-2024	Verification Completed	View

- Locate the desired service record and click on **View** to view its details.

SERVICE RECORDS IWAJ » IV CREW MANAGEMENT » SERVICE RECORDS

Name: Reena Vessel Number: 654321 State: Assam INDVIC Number: AS2504000002

Uploaded Documents

Document Name	Document
Experience Certificate	 120564 kb

Remarks

Sr. No.	Remarks By	Remarks
1	IvCrew	initialing
2	DA	
3	ShipOwner	
4	DA	

Remarks

- DA can perform the following actions :-

- **Approve:** Approves the record.
- **Reject:** Rejects the record.
- **Send for Verification:** Updates the status to **Under Review** and forwards the request to the Ship Owner associated with the vessel.

Service records IWAJ » IV Crew management » Service records

Reference Number	Crew Name	Vessel Name	Service Type	From Date	To Date	Status	Action
112113	Test Crew	VelocisShip	Deck Crew	12-12-2024	14-12-2024	Under Review	View

- Login as Ship Owner
- From the left side navigation menu, expand the IV Crew Management menu and select “Service Records”

SERVICE RECORDS								IWAI » IV CREW MANAGEMENT » SERVICE RECORDS
Reference Number	Crew Name	Vessel Name	Service Type	From Date	To Date	Certificate	Status	Action
117542	Reena	Joyo	Deck Crew	01-01-2023	03-04-2025	 505844b	Under Review	

- Locate the service record and click on three dots to view its details.

SERVICE RECORDS				IWAI » IV CREW MANAGEMENT » SERVICE RECORDS
Name	Vessel Number	State	INDVIC Number	
Reena	654321	Assam	AS2504000002	
Uploaded Documents				
Document Name	Document			
Experience Certificate	 505844b			
Remarks				
Sr. No.	Remarks By	Remarks		
1	ivcrew	hghghhhhh		
2	DA	under review		
3	ShipOwner			
4	DA			
Remarks				
Declined Verified				

- The Ship Owner can perform the following actions:

- **Verify:** Confirms the service record.
- **Declined:** Declined the service record.

- If verified, the status of the Service Record is updated to **Verification Completed**.

Final DA Approval

- Login as DA
- From the left side navigation menu, expand the IV Crew Management menu and select “Service Records”

Service records							IWAI » IV Crew management » Service records
Reference Number	Crew Name	Vessel Name	Service Type	From Date	To Date	Status	Action
112113	Test Crew	VelocisShip	Deck Crew	12-12-2024	14-12-2024	Verification Completed	View

- Locate the verified service record and click on **View** to view its details.
- Click on **Approve** to grant final approval.

- The status of the Service Record will be updated to **Approval Granted**.

SERVICE RECORDS IWAI » IV CREW MANAGEMENT » SERVICE RECORDS

Name Reena	Vessel Number 654321	State Assam	INDVIC Number AS250400002
---------------	-------------------------	----------------	------------------------------

Uploaded Documents

Document Name	Document
Experience Certificate	

Remarks

Sl. No.	Remarks By	Remarks
1	ivcrew	ivcrew
2	DA	send verification da
3	ShipOwner	verified by the so
4	DA	

Remarks

12. Education Details

- Login as IV Crew
- From the left side navigation menu, expand the IV Crew Management menu and select “Education Details”

Educational Details IWAI » IV Crew management » Educational Details

- Click on the “Add” button to open the Education Detail form

Educational Details IWAI » IV Crew management » Educational Details

Educational Level * <input type="text" value="Select Educational Level"/>	Main Subjects * <input type="text"/>	Serial No. of Certificate <input type="text"/>	Year of Passing <input type="text" value="Select Year"/>
PCM Marks(%) <input type="text"/>	English Marks(%) <input type="text"/>	Result(%) / Grade <input type="text"/>	Name Of Board/University <input type="text"/>
Address of Board/University <input type="text"/>			

- Fill out all mandatory fields

The screenshot shows the 'Educational Details' form with the following data entered:

- Educational Level: High School
- Main Subjects: PCM
- Serial No. of Certificate: 2
- Year of Passing: 2020
- PCM Marks(%): 70
- English Marks(%): 80
- Resultt(%)/Grade: 60
- Name Of Board/University: Delhi University
- Address of Board/University: Delhi

Buttons: Back, Submit, Reset

- Click on the Submit button

The screenshot shows the 'Educational Details' table with one record:

Reference Number	Educational Level	Certificate Number	Board Name	Passing Year	PCM Percentage	Result Grade	Action
878796	High School	2	Delhi University	2020	70.0	60	Edit Delete

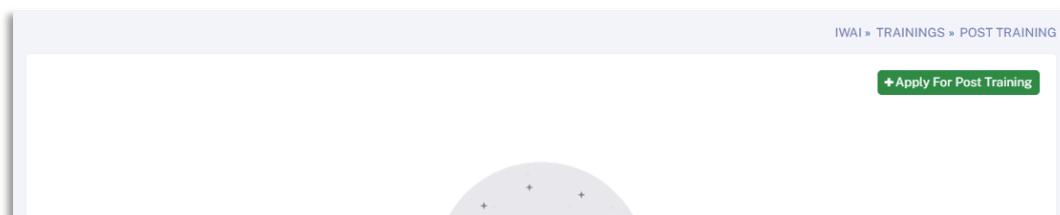
Buttons: Add(+)

Actions Available:

- **Edit:** To modify a record:
 - Click on the **Edit** button for the desired record.
 - Make the necessary changes.
 - Click on the **Submit** button to save the updates.
- **Delete:** To remove a record:
 - Click on the **Delete** button for the desired record.
 - Confirm the deletion by clicking **OK** in the confirmation message.

13. Post Training

- Login as IV Crew
- From the left side navigation menu, expand the Trainings menu and select “Post Training”



- Click on the “Apply for Post Training” button to open the Post Training form

- Select IVNTI. Based on the selected IVNTI, a list of courses will be displayed.
- Select Course and Batch

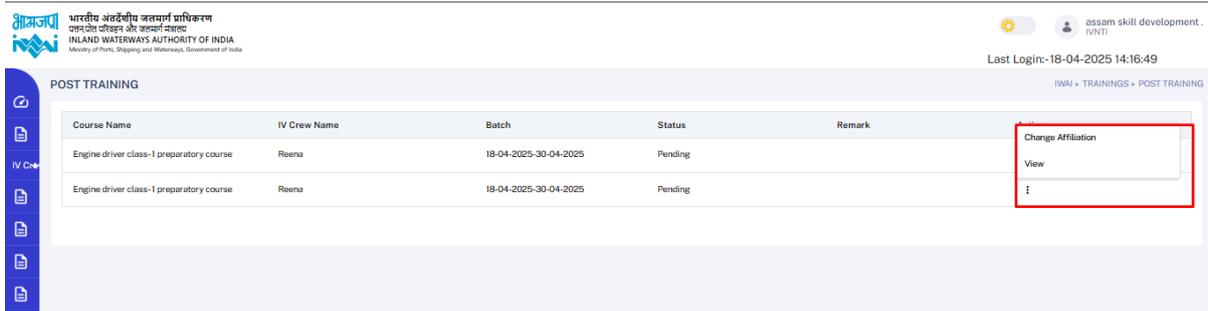
- Click on the Submit button. The request will be submitted and the status will update to Pending

Course Name	IVNTI Name	Batch	Status	Remark	Action
Master class-1 preparatory course	NINI Institute	31-01-2024-31-01-2025	Pending		

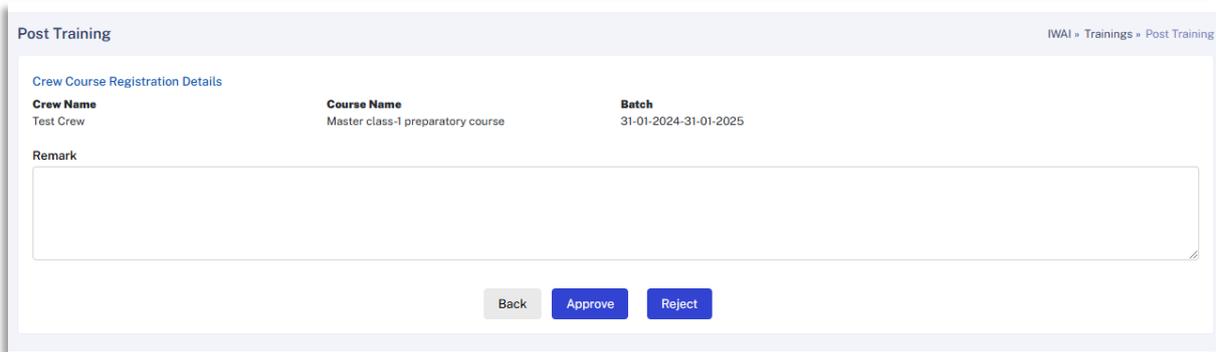
- IVNTI will login for further processing of the request.

14. Approval of Post Training

- Login as IVNTI
- From the left side navigation menu, expand the Trainings menu and select “Post Training”, approval request submitted by IV crew will be listed.



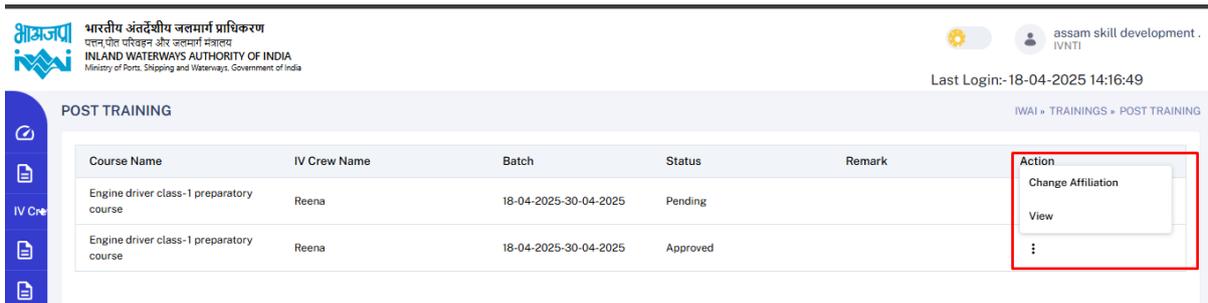
➤ Click View to display Training details



➤ Enter Remarks

➤ Click on Approve or Reject

➤ If Approved, the request status update to approved.



➤ Expand the “IVNTI Processes” menu and select “Generate Certificate”

भारतीय अंतर्देशीय जलमार्ग प्राधिकरण
पत्तन पोत परिवहन और जलमार्ग मंत्रालय
INLAND WATERWAYS AUTHORITY OF INDIA
Ministry of Ports, Shipping and Waterways, Government of India

assam skill development .
IVNTI

Last Login:- 18-04-2025 14:16:49

GENERATE CERTIFICATE

IWAI » IVNTI PROCESSES » GENERATE CERTIFICATE

Course Name	IV Crew Name	Batch	Status	Remark	Download	Assessment
Engine driver class-1 preparatory course	Reena	18-04-2025-30-04-2025	Approved			

- Click on the “Assessment” Button

Generate Certificate

IWAI » IVNTI Processes » Generate Certificate

Crew Assessment Details

Indivc Number
525224

Candidate Name
Test Crew

Date of Birth

Email Id
crew1@gmail.com

Mobile Number
4555555555

Eligible
select option

Assessment Done By

Certificate No.

Back Submit Reset

- Fill out all mandatory fields

Generate Certificate

IWAI » IVNTI Processes » Generate Certificate

Crew Assessment Details

Indivc Number
525224

Candidate Name
Test Crew

Date of Birth

Email Id
crew1@gmail.com

Mobile Number
4555555555

Eligible
Yes

Assessment Done By
Institute

Certificate No.
5j

Back Submit Reset

- Click on the Submit button, download certificate link will be available in listing.

Generate Certificate

IWAI » IVNTI Processes » Generate Certificate

Course Name	IV Crew Name	Batch	Status	Remark	Download	Action
Master class-1 preparatory course	Test Crew	31-01-2024-31-01-2025	Approved	approved	DownLoad Certificate	Assessment

- Click on the “Download Certificate” link and view the Certificate.

15. Pre Training

- Login as IV Crew
- From the left side navigation menu, expand the Trainings menu and select “Pre Training”

Pre Training IWAJ » Trainings » Pre Training

[+ Apply For Pre Training](#)

No Records Found

- Click on the “Apply for Pre Training” button to open the Pre Training form

IWAJ » TRAININGS » PRE TRAINING

INDIVC Number: HP251000004
 IVNTI Name: select option
 Course Name: select option
 Select Batch: select option

Upload Documents

ID Proof: Choose File | No file chosen
 Education Details Document: Choose File | No file chosen
 Medical Certificate: Choose File | No file chosen
 Upload Photo: Choose File | No file chosen

Note: Only pdf,docx,docs file types, with a maximum size of 4MB

[Reset](#) [Submit](#) [Back](#)

- Select IVNTI. Based on the selected IVNTI, a list of courses will be displayed.
- Select Course Name
- Fill out the all other mandatory fields

IWAJ » TRAININGS » PRE TRAINING

INDIVC Number: HP251000004
 IVNTI Name: INST Institute
 Course Name: Basic Safety courses
 Select Batch: 28-10-2025 - 28-10-2027

Upload Documents

ID Proof: Choose File | 4.IWAJ_IVNTI ...r Manual (1).pdf
 Education Details Document: Choose File | 4.IWAJ_IVNTI ...r Manual (1).pdf
 Medical Certificate: Choose File | 4.IWAJ_IVNTI ...r Manual (1).pdf
 Upload Photo: Choose File | Screenshot (2).png

Note: Only pdf,docx,docs file types, with a maximum size of 4MB

[Reset](#) [Submit](#) [Back](#)

- Click on the Submit button. The request will be submitted and the status will update to Pending

IWAJ » IVNTI PROCESSES » CREATE BATCH [+ Add Batch](#)

Submission Year	Submission Month	Course Name	Number of Candidate	Batch Number	Batch Start Date	Batch End Date	Place of Training	Action
2015	February	Master class-1 preparatory course	1	1132	27-10-2025	27-06-2027	delhi	⋮

- IVNTI will login for further processing of the request.

16. Approval of Pre Training

- Login as IVNTI
- From the left side navigation menu, expand the Trainings menu and select “Pre Training”, approval request submitted by IV crew will be listed.

Applicant Name	INDVIC Number	IVNTI Name	Course Name	Batch	Status	Action
Hp Ivcrew	HP251000004	INST Institute .	Basic Safety courses	28-10-2025-28-10-2027	Pending	:

- Click View to display Training details

IWAI » TRAININGS » PRE TRAINING

IVNTI Name
INST Institute .

Course Name
Basic Safety courses

Batch
28-10-2025 -28-10-2027

Status
Pending

Uploaded Documents

#	Document Type	Document Name	Uploaded On	Action
1	ID Proof	4.IWAI_IVNTI Processes User Manual (1).pdf	28-10-2025 18:08:58	Download
2	Education Document	4.IWAI_IVNTI Processes User Manual (1).pdf	28-10-2025 18:08:58	Download
3	Medical Certificate	4.IWAI_IVNTI Processes User Manual (1).pdf	28-10-2025 18:08:58	Download
4	Uploaded Photo	Screenshot (2).png	28-10-2025 18:08:59	Download

Remarks *

Submit Back

- Enter Remarks
- Click on Submit button.
- Expand the “IVNTI Processes” menu and select “Generate Certificate for Pre Training”

IWAI » IVNTI PROCESSES » GENERATE CERTIFICATE FOR PRE TRAINING

Course Name	IV Crew Name	Status	Remark	Download	Assessment
Basic Safety courses	Hp Ivcrew	Approved	APPROVED		:

- Click on the “Assessment” Button

Generate Certificate IWAJ » IVNTI Processes » Generate Certificate

Crew Assessment Details

Indivc Number 525224	Candidate Name Test Crew	Date of Birth	Email Id crew1@gmail.com
Mobile Number 4555555555	Eligible select option	Assessment Done By	Certificate No.

- Fill out all mandatory fields

Generate Certificate IWAJ » IVNTI Processes » Generate Certificate

Crew Assessment Details

Indivc Number 525224	Candidate Name Test Crew	Date of Birth	Email Id crew1@gmail.com
Mobile Number 4555555555	Eligible Yes	Assessment Done By Institute	Certificate No. 5

- Click on the Submit button, download certificate link will be available in listing.

Generate Certificate For Pre Training IWAJ » IVNTI Processes » Generate Certificate For Pre Training

Course Name	IV Crew Name	Status	Remark	Download	Action
Certificate of Proficiency -Fire Prevention and Fire Fighting (FPFF)	Test Crew	Approved	approved	DownLoad Certificate	<input type="button" value="Assessment"/>

- Click on the “Download Certificate” link and view the Certificate.