

MERCANTILE MARINE DEPARTMENT, MUMBAI
NOTICE

SCHEDULE FOR BOOKING & ASSESSMENT FOR EXAMINATIONS BEING HELD IN
MARCH-2021

Sr. No	Programme	Date	Timings
1	Freshers – NKWO (NCV), Mate (NCV) & Master (NCV) Written eligibility, Oral Assessment & Booking. (For all candidates including Indian Naval Personnel)	01/02/2021 & 02/02/2021	09.30 a.m.
2	Repeaters – Mate (NCV) & NWKO (NCV) Oral booking.	03/02/2021	09.30 a.m.
3	Second Mate (FG) sea service Assessment for Ratings only. Note - The TAR book produced by candidate should be of approved type meeting the requirements of reg. II/1 of STCW 2010 amendments.	04/02/2021	09.30 a.m.
4	Freshers – Master (FG) & Chief Mate (FG) Oral Assessment. Note: Applicable only for those candidates who have not completed their assessment for orals earlier.	05/02/2021	09.30 a.m.
5	Freshers – Second Mate (FG) & B.Sc (NS) Candidates Oral Assessment. Note: Applicable only for those candidates who have not completed their assessment for orals earlier.	08/02/2021	09.30 a.m.
6	Freshers & Repeaters – Written booking for Master (FG), Chief Mate (FG) Phase-I & Second Mate (FG) to be done online Freshers & Repeaters – Oral booking for Master (FG), Master (NCV), Chief Mate (FG) & Second Mate (FG) to be done online Note: 1) Candidates are not permitted to appear for orals in successive months, one month break is mandatory. 2) Candidates who have got “star” in their previous results should not book for written/oral exam without completing the function course again. Such candidates need to come to MMD for booking.	last date of online seat booking 23/02/2021	
7	Freshers - Master (FG), Chief Mate (FG) Phase- I & Second Mate (FG) Written Assessment & Booking. (The form & documents being forwarded through the institute should be verified and certified by the institute.) (The form & documents forwarded by the candidate through courier/speed post (only) should be self attested by the candidate) Candidates should not visit mmd unless called for. Note – Candidates should book for the entire written subjects in their first attempt. if booking is made for only selected few subjects then the booking will be rejected.	09/02/2021 to 18/02/2021	09.30 a.m.
8	All grades – Pending Candidates	22/02/2021	09.30 a.m.
9	Signal Visuals (for) March-2021	25/02/2021	11.00 a.m.

important notes: All the candidates are required to carry Admit Card, CDC, Passport & CoC during the written, oral and signal examination for identification.

1. All candidates must first get dgs seafarers registration done prior booking / assessment, to obtain dgs seafarer id; use dgs e-governance portal under link:

[“http://www.dgshipping.gov.in/content/egovernanceeng.aspx”](http://www.dgshipping.gov.in/content/egovernanceeng.aspx)

[“http://220.156.189.33/esamudraui/well.do?method=loadpage”](http://220.156.189.33/esamudraui/well.do?method=loadpage)

2. Fully updated dgs seafarers profile is compulsory for candidates appearing for all grades of examinations. no need to take the printout of the seafarers profile.

3. Use “**internet explorer**” browser for dgs profile registrations and for e-governance examinations module.

4. **All F.G. grade** candidates need to apply and fill up online "assessments & followed by application for booking seat (form 29)" in DGS website.
 5. For **all NCV grades**, form 29 is to be filled up in hard copy at MMD exam centre.
 6. E-governance online examinations module is applicable to **all F.G. Nautical Grades & ASM (NCV)**.
 - All other NCV grade** candidates to follow routine manual booking procedures by approaching MMD for booking/assessments/eligibility on the above scheduled dates
 7. All fresher candidates should be in possession of recent sight test certificate at the time of first time assessment /booking.
 8. All candidates should have recent colour photo with tie (4 in nos.) size **3.5 x 2.5cms**
 - Photo must be with plain shirt / coat with light background
 - Following photos not allowed: photos with unshaven beards, peak caps, dark checked shirts, epauletts, thin paper photo, poor image resolutions. (see the link <https://tinyurl.com/y556nh39> for guidelines)
 9. Online payment is to be made after online submission of applications, fees once paid **will not be refunded**
 10. **Only one request can be submitted per month. All candidates are advised to therefore** be careful and select your papers (written / oral) accordingly
 11. **All Repeater Candidates** (F.G. Grade) are instructed to comply with the following:
 - Do booking of seats online and need not approach MMD for booking of seats.
 - In the event of your assessments done manually before and presently not in the online system, then candidates are advised to approach MMD for getting registered in the system strictly. The candidates can approach only on the above nominated scheduled dates and with prior appointment.
 - Candidates **should not book** for seats on dates, when the seats are kept open for fresher candidates for booking, if the seats are booked on other dates then the seat/admit card will be cancelled and fees payment shall be forfeited.
 12. All Fresher candidates have **to bring** the following documents as per the checklist during assessment:
- Sd/-**
Capt. Anish Joseph
Examiner of Master & Mates
Mercantile Marine Department
Mumbai
- Note:
1. Fresher Candidates: are those candidates who are approaching MMD for booking/assessments of written examinations or orals examinations for first time.
 2. Repeater Candidates: are those candidates who have already appeared for written and orals examinations at least once.
 3. Kindly check the restrictions imposed by the local authorities or any other administrations, prior starting from your home, and comply in full. Comply with all covid-19 sops and guidelines presently in force, as issued by different/all governing bodies, as applicable in your case or as in general.
 4. It is requested to bring your own water bottles, eatables, sanitizer, napkins and wear hand gloves, face cover (face shield and mask) in order to have appropriate protection as per Covid 19 protocol.
 5. The candidate needs to report 15 minutes before the specified time.
 6. The covid-19 restrictions on crowding imposed by local administration are to be strictly adhered to, and proper social distancing (> 6 feet) to be maintained at all times, else you may be sent out of the building premises for non-compliance of covid 19 protocol.
 7. All candidates must strictly adhere to any quarantine requirements, as and when imposed.
 8. Arogya setu app must be installed by the candidate and in use when you report at MMD desk.

SECOND MATE (F.G.)

MERCANTILE MARINE DEPARTMENT, MUMBAI

DOCUMENTS TO BE SUBMITTED FOR ASSESSMENT OF ELIGIBILITY FOR WRITTEN/ORALS

NAME:- _____ INDoS No _____

SR. NO.	PARTICULARS	ENCLOSED PHOTOCOPY YES/NO/NA	VERIFIED BY THE PRINCIPAL YES/NO/NA
1	Form 29 - Print out of application submitted online using e-Samudra.		
2	Form 'J'		
3	Assessment online payment receipt printout copy.		
4	CDC relevant pages copies.		
5	Passport relevant pages copies.		
6	Indos copy.		
7	SSC & HSC Mark sheet copy. (Both side copies).		
8	SSTP completion certificate (Endorsed by IMU), In case of DNS candidate.		
9	DGS approved Pre-Sea course (DNS / B.Sc. (NS) / GP Rating) completion certificate copy.		
10	Passing Certification of Board of Examination for Seafarers Trust. (For Rating Candidates Only)		
11	Degree Certificate issued by the University & All Semester Marksheets. (For B.Sc Nautical Science).		
12	Sea service letters from the RPSL / Owner company (Original).		
13	Article of Agreement (Indian Flag Vessel) / Contract Copy (Foreign Flag Vessels).		
14	Record of 6 Months bridge WKG duties documented in approved record book copies.		
15	Essential pages of Cadets Record Book. (Original CRB will also be verified during the oral examination)		
16	Valid Medical certificate and eye sight test report (Copy only)		
17	Personal Survival Techniques course copy.		
18	Elementary First Aid course copy.		
19	Fire Prevention and Fire fighting course copy		
20	Personal Satety and social Responsibility course copy		
21	Designated Security Duties (STSDSD) or Ship Security Officer (SSO) course copy		
22	Second Mate (FG) 4 months functions course completion certificate with the result of Internal assessment (NA for 3 or 1 year B.Sc NS/NT/BE - Marine Candidates)		
Additionally for the candidates from the Rating Stream:-			
23	Letter of eligibility issued by the MMD		
24	Foundation course completion certificate from the institute.		
25	Foundation course passing result copy.		
26	NWKO-NCV Course completion certificate from the Institute.		
27	NWKO-NCV Passing result copy.		
For Orals Assessment :-			
28	Seat Boking online payment receipt printout copy		
29	Radar Observer and ARPA Simulator (ROC-ARPA) course copy		
30	Proficiency in survival craft rescue boats courses (PSC-RB) corse copy		
31	Advanced fire Fighting (AFF) course copy		
32	Medical First Aid (MFA) course copy		
33	Electronic chart Display and Information Systems (ECDIES) course copy		
34	Global Maritime Distress and Safety System (GMDSS) course copy		
35	Designated Security Duties (STSDSD) or Ship Security Officer (SSO) course copy		
36	Degree certificate f B.Sc NS / MS/NT/BE Marine(Provisional or final degree) copy		

Note: Originals of the above mentioned documents to be produced at the time of Assessment.

Candidate's Signature:_____

CHIEF MATE (FG) CHECK LIST

MERCANTILE MARINE DEPARTMENT, MUMBAI

DOCUMENTS TO BE SUBMITTED FOR ASSESSMENT OF ELIGIBILITY FOR WRITTEN/ORALS

NAME:- _____ INDoS No _____

SR. NO.	PARTICULARS	ENCLOSED PHOTOCOPY YES/NO/NA	ORIGINAL VERIFIED BY THE PRINCIPAL YES/NO/NA
Written Assessment (PHASE-I)			
1	Form 29 - Print out of application submitted online using e-Samudra		
2	Form 'J'		
3	Assessment online payment receipt printout copy		
4	CDC relevant pages copies		
5	Passport relevant pages copies		
6	Indos copy		
7	2nd Mate F.G. CoC (issued by DGS) Copy.		
8	Sea service letters from the RPSL / Owner company (Original)		
9	Record Bridge WKG duties Certificate issued by Master.		
10	Valid Medical certificate and eye sight test report.		
11	Phase -I Course Completion certificate issued by DGS approved institute.		
Written Assessment (PHASE-II)			
12	Form 29 - Print out of application submitted online using e-Samudra		
13	Assessment online payment receipt printout copy		
14	CDC relevant pages copies		
15	Passport relevant pages copies		
16	Sea service letters from the RPCL/Owner company (Original)		
17	Record Bridge WKG duties Certificate issued by Master.		
18	Valid Medical certificate and eye sight test report.		
19	Phase -II Course Completion certificate issued by DGS approved institute.		
For Orals Assessment :-			
20	Radar & Navigation Simulator (RANSCO) Course copy.		
21	Ship Masters Medicare Course copy		
22	Electronic chart Display and Information Systems (ECDIES) course copy		
23	Ship Security Officer (SSO) course copy		

Note: Originals of the above mentioned documents to be produced at the time of Assessment.

Candidate's Signature: _____

MASTER (FG) CHECK LIST

MERCANTILE MARINE DEPARTMENT, MUMBAI

DOCUMENTS TO BE SUBMITTED FOR ASSESSMENT OF ELIGIBILITY FOR WRITTEN/ORALS

NAME:- _____ INDoS No _____

SR. NO.	PARTICULARS	ENCLOSED PHOTOCOPY YES/NO/NA	ORIGINAL VERIFIED BY THE PRINCIPAL YES/NO/NA
1	Form 29 - Print out of application submitted online using e-Samudra		
2	Form 'J'		
3	Assessment online payment receipt printout copy		
4	CDC relevant pages copies		
5	Passport relevant pages copies		
6	Chief Mate F.G. COC (issue by DGS) copy		
7	Sea service letters from the RPSL/Owner company (Original)		
8	Record Bridge WKG duties Certificate issued by Master.		
9	Valid Medical certificate and eye sight test report		
10	ASM (FG) course completion certificate issued by DGS approved institute		
	For Orals Assessment :-		
11	Ship Manouvering Simulator (SMS) course copy		
12	Electronic chart Display and Information Systems (ECDIES) course copy		
13	Ship Security Officer (SSO) course copy		

Note: Originals of the above mentioned documents to be produced at the time of Assessment.

Candidate's Signature:_____

NWKO (NCV) CHECK LIST

MERCANTILE MARINE DEPARTMENT, MUMBAI

DOCUMENTS TO BE SUBMITTED FOR ASSESSMENT OF ELIGIBILITY FOR WRITTEN & ORALS

XEROX COPY OF EACH DOCUMENT MUST BE ARRANGED IN THE FOLLOWING SEQUENCE.

NAME:- _____ INDoS No _____

Sr. No.	Required Documents	Yes/No	Remark
A	WRITTEN ASSESSMENT		
1	Form - 15 (Green Form)		
2	Form - 15 (White Form)		
3	Form 'J'		
4	Payment receipt of Bharat Kosh (Rs. 3000/-)		
5	Relevant pages of CDC		
6	Relevant pages of Passport		
7	Educational Qualification Cert. (SSC & HSC Marksheets)		
8	DGS Approved Presea Course & Passing Certification of Board of Examination for Seafarers Trust.		
9	Sea service letters from the Owner / RPSL company (Original)		
10	Bridge Watch Keeping Certificates issued by Master.		
11	Article of Agreement (Indian Flag Vessel) / Contract Copy (Foreign Flag Vessels)		
12	Valid Medical Fitness Certificate.		
13	Indos No. Certificate		
14	Relevant pages of TAR BOOK. (For Only NCV Deck Cadets)		
15	Personal Survival Techniques course copy.		
16	Elementary First Aid course copy.		
17	Fire Prevention and Fire fighting course copy		
18	Personal Safety and social Responsibility course copy		
19	Designated Security Duties (STSDSD) or Ship Security Officer (SSO) course copy		
	WRITTEN BOOKING		
20	Payment receipt of Bharat Kosh (Rs. 1500/-)		
21	NWKO (NCV) Course Completion Certificate issued by DGS approved Institute.		
	FOR ORAL ASSESSMENT		
22	Payment receipt of Bharat Kosh (Rs. 4500/-) (Rs. 3000/- Assessment + Rs. 1500/- Oral Booking)		
23	Radar Observation & Plotting Course. (ROC)		
24	Automatic Radar Plotting Aids Course (ARPA)		
25	Proficiency in survival craft and rescue boats courses corse. (PSCRB)		
26	Advanced fire Fighting course. (AFF)		
27	Medical First Aid course (MFA)		
28	Electronic chart Display and Information Systems course (ECDIS)		
29	Designated Security Duties (STSDSD) or Ship Security Officer (SSO) course		
30	Global Maritime Distress and Safety System Booklet / Valid Provisional Certificate.		

Note: Originals of the above mentioned documents to be produced at the time of Assessment.

Signature of the Candidate: _____

MATE (NCV) CHECK LIST

MERCANTILE MARINE DEPARTMENT, MUMBAI

DOCUMENTS TO BE SUBMITTED FOR ASSESSMENT OF ELIGIBILITY FOR WRITTEN & ORALS
XEROX COPY OF EACH DOCUMENT MUST BE ARRANGED IN THE FOLLOWING SEQUENCE.

NAME:- _____ INDoS No _____

Sr. No.	Required Documents	Yes/No	Remark
	WRITTEN ASSESSMENT		
1	Form - 15 (Green Form)		
2	Form - 15 (White Form)		
3	Form 'J'		
4	Payment receipt of Bharat Kosh (Rs. 3000/-)		
5	Relevant pages of CDC		
6	Relevant pages of Passport		
7	NWKO (NCV) CoC (issued by DGS).		
8	Sea service letters from the Owner / RPSL company (Original)		
9	Bridge Watch Keeping Certificates issued by Master.		
10	Article of Agreement (Indian Flag Vessel) / Contract Copy (Foreign Flag Vessels)		
11	Valid Medical Fitness Certificate.		
12	Indos No. Certificate		
	WRITTEN BOOKING (PHASE-I)		
13	Payment receipt of Bharat Kosh (Rs. 4000/-)		
14	Mate (NCV) Phase-I Course Completion Certificate issued by DGS approved Institute.		
	WRITTEN BOOKING (PHASE-II)		
15	Payment receipt of Bharat Kosh (Rs. 2000/-)		
16	Mate (NCV) Phase-II Course Completion Certificate issued by DGS approved Institute.		
	ORAL ASSESSMENT		
17	Payment receipt of Bharat Kosh (Rs. 9000/-) (Rs. 3000/- Assessment + Rs. 6000/- Oral Booking)		
18	Radar, ARPA & Navigation Simulator Course (RANSCO)		
19	Medical Care Course.		
20	Electronic chart Display and Information Systems course (ECDIS)		
21	Ship Security Officer course (SSO)		

Note: Originals of the above mentioned documents to be produced at the time of Assessment.

Signature of the Candidate: _____

MASTER (NCV) CHECK LIST

MERCANTILE MARINE DEPARTMENT, MUMBAI

DOCUMENTS TO BE SUBMITTED FOR ASSESSMENT OF ELIGIBILITY FOR WRITTEN & ORALS
XEROX COPY OF EACH DOCUMENT MUST BE ARRANGED IN THE FOLLOWING SEQUENCE.

NAME:- _____ INDoS No _____

Sr. No.	Required Documents	Yes/No	Remark
	WRITTEN ASSESSMENT		
1	Form 29 - Print out of application submitted online using e-Samudra		
2	Form 'J'		
3	Assessment online payment receipt printout copy. (Rs. 3000/-)		
4	Relevant pages of CDC		
5	Relevant pages of Passport		
6	Chief Mate (NCV) CoC (Issued by DGS).		
7	Sea service letters from the Owner / RPSL company (Original)		
8	Bridge Watch Keeping Certificates issued by Master.		
9	Article of Agreement (Indian Flag Vessel) / Contract Copy (Foreign Flag Vessels)		
10	Valid Medical Fitness Certificate.		
11	Indos No. Certificate		
	WRITTEN BOOKING		
11	Online payment receipt printout copy of seat booking (Rs. 6000/-)		
12	Master (NCV) Course Certificate.		
	ORAL ASSESSMENT		
13	Ship Manoeuvring Simulator And Bridge Team Work (SMS)		
14	Electronic chart Display and Information Systems course (ECDIS)		
15	Ship Security Officer course (SSO)		

Note: Originals of the above mentioned documents to be produced at the time of Assessment.

Signature of the Candidate: _____