

MERCANTILE MARINE DEPARTMENT, MUMBAI

NOTICE

SCHEDULE FOR BOOKING & ASSESSMENT FOR EXAMINATIONS BEING HELD IN **MAY-2021**

Sr. No	Programme	Date
1	Freshers – NKWO (NCV), Mate (NCV) & Master (NCV) Written eligibility, Oral Assessment & Booking. (For all candidates including Indian Naval Personnel) (NWKO (NCV) & Mate (NCV) – Kindly refer attached Form 15, the same to be filled up and to be submitted alongwith the documents as per the checklist.)	01/04/2021 & 05/04/2021
2	Repeaters – Mate (NCV) & NWKO (NCV) Oral booking. (Document to be only sent by courier. Kindly refer the checklist attached regarding procedure for booking) See Section A on pg no. 3	05/04/2021
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.	06/04/2021
4	Freshers – Master (FG), Chief Mate (FG) & Second Mate (FG) Oral Assessment. (Document to be sent by courier. Kindly refer the checklist attached regarding procedure for booking) See Section B on pg no. 3 & 4. Note: Applicable only for those candidates who have not completed their assessment for orals earlier.	07/04/2021
5	Extra Master – Part B Written Examination (The Standard Operating Procedure (SOP) is attached for information)	07/04/2021
6	Freshers – B.Sc (NS) Candidates. Note: Applicable only for those candidates who have not completed their assessment earlier.	08/04/2021
7	Freshers – Second Mate (FG) Written Assessment (Rating Background candidates Only) Note: Applicable only for those candidates who have completed the Second Mate (FG) Function course and intend to appear for Second Mate (FG) written examination in May-2021.	12/04/2021
8	Freshers & Repeaters – Written booking for Second Mate (FG) & Master (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 23/04/2021
9	Freshers - Second Mate (FG) & Master (FG) Written Assessment. (The form & documents should be submitted only by the institute from where the candidate has completed the function course and also the documents should be verified and certified with stamp on each page by the institute.) 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.	05/04/2021 to 19/04/2021
10	All grades – Pending Candidates	22/04/2021
11	Signal Visuals (for) May-2021	29/04/2021

Candidates may report @ 09.30 hrs on the indicated date where physical submission of application / documents has been specified.

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://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 as attached.

6. E-governance online examinations module is applicable to **all F.G. Nautical Grades & ASM (NCV).**

All other NCV grade candidates to refer page no. 3

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, eppaulets, 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 carefull 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.

13. Candidates who have done their seat booking for Oral examination and not received any system generated email with the examination schedule or the hall ticket with date of oral examination, may send an email to this department to

examn.mum-mmd@gov.in only on 30th of the month.

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 atleast 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.

BOOKING PROCEDURE

The **Oral Booking for NCV grade examination Repeaters (Freshers not application) & Oral Assessment for FG Grade candidates (Freshers Only)** for the month of April-2021 may be done by sending self-attested hard copies (courier / speed post) of the documents indicated in the relevant section on or before **date indicated in page 1** to the following address.

Address: Nautical Branch,
Mercantile Marine Department.
1st Floor, Nav Bhavan Building,
R.K. Kamani Road,
Ballard Estate, Fort,
Mumbai - 400001

A. ORAL EXAMINATIONS NCV GRADE (REPEATERS ONLY)

A) NWKO (NCV) – Booking for Repeater candidates only.

- 1) Written application letter from the candidate mentioning the functions which he wants to appear (for eg. Function I, Function II, Function III)
- 2) Fees Receipt in Bharat kosh portal. (per function Rs. 500/-)
- 3) Copy of EXN-45.

B) MATE (NCV) – Booking for Repeater candidates only.

- 1) Written application letter from the candidate mentioning the functions which he wants to appear (for eg. Function I, Function II, Function III)
- 2) Fees Receipt in Bharat kosh portal. (per function Rs. 2000/-)
- 3) Copy of EXN-45.

C) ASM (NCV) – Online seat booking E-governance portal.

B. ORAL ASSESSMENT FG GRADE (FRESHERS ONLY)

1. Second Mate (FG) Oral Assessment

1. Written application letter is to be submitted by the candidate for Oral examination Assessment. Additionally candidate should mention the Month & Year in which they had submitted their file for Second Mate (FG) Written Assessment as well as Month & Year of First attempt of Written Examination.
2. Self attested hard copies of the following valid certificates to be enclosed
 - 2.1 Radar Observer and ARPA Simulator (ROC-ARPA) course.
 - 2.2 Proficiency in survival craft rescue boats courses (PSC-RB) course.
 - 2.3 Advanced fire Fighting (AFF) course.
 - 2.4 Medical First Aid (MFA) course.
 - 2.5 Electronic chart Display and Information Systems (ECDIES) course.
 - 2.6 Designated Security Duties (STSDSD) or Ship Security Officer (SSO) course.
 - 2.7 Copy of Valid Medical Fitness certificate (Annex IV & V)
 - 2.8 Form 29 with above mentioned courses updated in column 'G'.

2) Chief Mate (FG) Oral Assessment

- 1) Written application letter is to be submitted by the candidate for Oral examination Assessment. Additionally candidate should mention the Month & Year in which they had submitted their file for Chief Mate (FG) Phase-II Written Assessment as well as Month & Year of First attempt of Phase-II Written Examination.
- 2) Self attested hard copies of the following valid certificates to be enclosed.
 - 2.1 Radar & Navigation Simulator (RANSCO) Course.
 - 2.2 Medicare course.
 - 2.3 Electronic chart Display and Information Systems (ECDIES) course.
 - 2.4 Ship Security Officer (SSO) course.
 - 2.5 Copy of Valid Medical Fitness certificate (Annex IV & V)
 - 2.6 Form 29 with above mentioned courses updated in column 'G'.

3) ASM (FG) Oral Assessment

- 1) Written application letter is to be submitted by the candidate for Oral examination Assessment. Additionally candidate should mention the Month & Year in which they had submitted their file for Master (FG) Written Assessment as well as Month & Year of First attempt Written Examination.
Self attested hard copies of the following valid certificates to be enclosed.
 - 2.1 Ship Manoeuvring Simulator (SMS) course copy.
 - 2.2 Electronic chart Display and Information Systems (ECDIES) course.
 - 2.3 Ship Security Officer (SSO) course.
 - 2.4 Copy of Valid Medical Fitness certificate (Annex IV & V)
 - 2.5 Form 29 with above mentioned courses updated in column 'G'.

The candidates is not therefore requested to visit this department in person for booking, unless specifically intimated by the MMD.

NOTES :

- 1) The candidate needs to produce the original certificates on the day of the examination.
- 2) All the modular courses and medical fitness certificate needs to be updated in the Master Checker & Seafarer's profile of the candidate.
- 3) The aforesaid procedure is for the candidates who intend to appear for examination in the month of **May-2021**.
- 4) The documents should be posted with the self attested hard copies as specified above and reach this office prior to the due date as indicated.
- 5) Any documents received after the due date will not be considered for seat booking / assessment.
- 6) The candidates will receive email from MMD with regards to any deficiency or acceptance of the booking / assessment request.

Sd/-
EXAMINER OF MASTER & MATES
MERCANTILE MARINE DEPARTMENT
MUMBAI

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 (Annex IV & V)		
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 4 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	Designated Security Duties (STSDSD) or Ship Security Officer (SSO) course copy		
35	Degree ceritfcate 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 (Annex IV & V)		
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 PHOTOCOP Y 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 (Annex IV & V)		
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 Marksheet)		
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 certificate and eye sight test report (Annex IV & V)		
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 Satety 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		

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 certificate and eye sight test report (Annex IV & V)		
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 certificate and eye sight test report (Annex IV & V)		
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: _____

GOVERNMENT OF INDIA
MINISTRY OF SURFACE TRANSPORT
DIRECTORATE GENERAL OF SHIPPING

Application for examination and assessment for certificates under Merchant Shipping (Standards of Training, Certification and Watch-keeping for Sea-farers) Rules, 1998 for manning ships in foreign-going and near-coastal voyages trade

A. Grade of Examination :

Place of Examination :

PHOTO
(40x30 mm)

1. Full Name :
 (Block letters) (Surname) (Other names)

2. Permanent address :

3. Present address :

4. Telephone Number :
 (with STD Code)

5. Nationality :
 (Proof to be produced)

6. Passport Number :

7. Date and place of issue :

8. Continuous Discharge :
 Certificate (C.D.C.)
 Number

9. Date and place of issue :

10. Date of birth :
 (Proof to be produced)

11. Place of birth :

12. Personal Identification :
 marks

13. INDSno :

Note : Any person who makes, causes to be made or assists in making any false representation for the purpose of obtaining for himself/herself or any other person a Certificate, shall be liable for prosecution under Sections-182 and 420 of the Indian Penal Code, 1860.

B. DETAILS OF SCHOLASTIC EDUCATION :

1. Scholastic Education Level : _____
2. Principal Subjects : _____
3. Year of Passing : _____
4. School/College/Board : _____
5. Address of the Institution : _____

C. DETAILS OF PRE-SEA TRAINING/MARINE ENGINEERING WORKSHOP:
(Separate sheet must be attached)

- | | | |
|-----------------------------|---|----------------|
| 1. Training Institute | : | |
| 2. Address of the Institute | : | |
| 3. Attended from | : | to |
| 4. Result | : | |
| 5. Courses attended | : | |

D1. DETAILS OF SEA-GOING SERVICE (FOR DECK DEPARTMENT PERSONNEL) :

[illegible]

D2. DETAILS OF SEA-GOING SERVICE (FOR ENGINE DEPT. PERSONNEL):

[illegible]

E. REPORT ON STRUCTURED ON-BOARD TRAINING :

	Date of completion	Name of Master	Details of Certificate of Competency
Phase 1 :			
Phase 2 :			
Phase 3 :			
Phase 4 :			

REPORT OF DESIGNATED COMPANY TRAINING OFFICER :

Signature :

Name :

Certificate No. :

REPORT OF HEAD OF ASSESSMENT CENTRE :

Signature :

Name :

Official Stamp :

F. REPORT OF ASSESSMENT CENTRE :**1. POST-SEA APPROVED EDUCATION AND TRAINING AT APPROVED INSTITUTION
LEVEL :**

	Institution	From	To	Remarks

2. REMARKS OF HEAD OF ASSESSMENT CENTRE :

ELIGIBILITY FOR OPERATIONAL/MANAGEMENT LEVEL (Phase 1 or 2)

ELIGIBILITY FOR WRITTEN FUNCTION

I/II/III/IV

ELIGIBILITY FOR ORALS FUNCTION

I/II/III/IV

Signature :

Name :

Official Stamp :

G. PARTICULARS OF STCW CONVENTION MODULAR COURSES (POST-SEA) :

Sr.No.	Course	STCW Regulation/ STCW Code A	Approved Institution	Period		Validity
				From	To	

H. PREVIOUS CERTIFICATE (issued in India or elsewhere, if none, state so) :

Number	Certificate details	Class/ Grade	Place and date of Examination		If at any time suspended or cancelled, state		
			Examination	Issue	Court of Authority	Date	Cause

I. DECLARATION TO BE MADE BY CANDIDATE :

I hereby declare that the particulars contained in the form are correct and true to the best of my knowledge and belief and that the papers enumerated and sent with this form are true and genuine documents given and signed by the person whose name appears on them. I further declare that Section D contains a true and correct account of my sea-going service without exception and I make this declaration conscientiously believing the same to be true.

The above declaration was signed in my presence

Signature of the Candidate

Examiner of Masters and Mates/Engineer Officers

Mercantile Marine Department

K. RESULT OF EXAMINATION (for official purpose only):

*Separate sheet may be attached for details

- (1) I hereby certify that has satisfactorily produced testimonials and proof of Sea-going Service/Watch-keeping Service/Approved Workshop Training as required for the grade.
- (2) The candidate complies with the requirements of the Merchant Shipping (Standards of Training Certification and Watch-keeping for Sea-farers) Rules, 1998 for the grade of
- (3) The candidate has passed his examinations for the functions as under :—

6

M. FOR THE CHIEF EXAMINER OF MASTERS AND MATES/ENGINEER OFFICERS :

- (1) I hereby certify that
born at on has satisfactorily produced testimonials
and proof of Sea-going Service/Watch-keeping Service.
- (2) The candidate complies with the requirements of the Merchant Shipping (Standards of Training
Certification and Watch-keeping for Sea-farers) Rules, 1998 for the grade of
- (3) The candidate has passed the examinations of the functions as under :—

Function	Examination Centre	Month	Remarks

The candidate meets the requirements to be eligible to be issued the Certificate of Competency as

The Certificate of Competency may be forwarded to the Mercantile Marine Department for issuance.

Examiner of Masters and Mates/Engineer Officers
Mercantile Marine Department, Mumbai.

N. FINAL ASSESSMENT PRIOR CERTIFICATION :

Medical Fitness	...	Status
Pre-Sea Training	...	
Structured on Board Training	...	
Sea Service Requirement	...	
Written Examination (Assessment)	...	
Oral Assessment	...	
Modular Courses	...	Yes/No
Eligibility		

Certificate of Competency for Grade as
recommended by Mercantile Marine Department may be issued.

Assessor at Directorate General of Shipping
Masters and Mates/Engineer Officers.

Remarks :

Chief Examiner
(Masters and Mates/Engineer Officer)

STANDARD OPERATING PROCEDURE FOR EXTRA MASTER

- 1) Candidate to fill up Form 29 (attached).
- 2) Assessment fees of Rs. 3000/- to be paid in Bharatkosh.
- 3) Candidates to attach the documents as per the checklist (attached).
- 4) Candidates to send the duly filled up form along with the relevant documents as per the checklist to following address:

MERCANTILE MARINE DEPARTMENT,
1ST FLOOR, NAV BHAVAN BUILDING, 10 R.K. MARG, BALLARD ESTATE, MUMBAI – 400001.

Form should reach MMD, Mumbai 10 days before the commencement of the examination.

- 5) The candidates will be informed by e-mail regarding approval of assessment. E-mail updated on form 29 by the candidate should be active.
- 6) Once the candidate receives the e-mail for Approval of Assessment, the candidate can book the seat for the examination after payment of fees of Rs. 4000/- (per Part) in Bharatkosh.
- 7) There are 3 papers per Part. The candidate should book for all 3 papers for his first attempt in all 3 Parts.
- 8) The receipt of Bharatkosh to be sent by email to MMD, Mumbai (examn.mum-mmd@gov.in) at least 5 days before the examination.
- 9) The original Admit cards will be issued to the candidates on the day of the examination.
- 10) The candidates should report at the Examination Centre, Nav Bhavan Bldg., MMD, Mumbai on the day of examination as per the schedule.
- 11) The candidate should bring original CDC / CoC / Passport for verification on the day of the examination.

EXTRA MASTER (FG) CHECK LIST

MERCANTILE MARINE DEPARTMENT, MUMBAI

DOCUMENTS TO BE SUBMITTED FOR ASSESSMENT OF ELIGIBILITY

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		
2	Assessment payment receipt of Bharat Kosh (Rs. 3000/-)		
3	CDC relevant pages copies		
4	Passport relevant pages copies		
5	Master F.G. COC (issue by Government of India) copy		
6	Copy of valid Medical Fitness Certificates (Annex IV & V)		
7	Two passport size photographs on white background		

Candidate's Signature: _____



FORM 29

(See Rule 72)

GOVERNMENT OF INDIA MINISTRY OF SURFACE TRANSPORT DIRECTORATE GENERAL OF SHIPPING

Application for Examination and Assessment for certificates under Merchant Shipping (Standards of Training, Certification and Watch-keeping for Seafarers)

Application No. :

Received Date :

A. Grade of Examination :

Place of Examination :

1. Full Name :
(Block letters)

2. Permanent Address :

3. Present Address :

4. Telephone Number :
(with STD Code)

5. Nationality :
(Proof to be produced)

6. Passport Number :

7. Date and Place of Issue :

8. Continuous Discharge
Certificate (C.D.C)
Number :

9. Date and Place of Issue :

10. Date of Birth :
(Proof to be produced)

11. Place of Birth :

12. Personal Identification
marks :

13. INDos No :

14. Email Id :



Note : Any Person who makes, causes to be made or assists in making any false representation for the purpose of obtaining for himself /her self or any other person a Certificate, shall be liable for prosecution under Sections-182 and 420 of the Indian Penal Code, 1860.

B. DETAILS OF SCHOLASTIC EDUCATION : (Separate sheets must be attached)

1. Scholastic Education Level :

2. Principal Subjects :

3. Year of Passing :

4. School/College/ Board :

5. Address of the Institution :

C. DETAILS OF PRE-SEA TRAINING / MARINE ENGINEERING WORKSHOP :
(Separate sheet must be attached)

1. Training Institute
2. Address of the Institution
3. Attended From
4. Result
5. Courses Attended

D1. DETAILS OF SEA-GOING SERVICE (FOR DECK DEPARTMENT PERSONNEL) :

Name of Ship	Type	Gross Tonnage	Port of Registry/ Official Number	Trade: NCV/ FG/ Coastal	Rank	From	To	Period		Remarks
								Months	Days	

E-1 REPORT ON STRUCTURED ON-BOARD TRAINING :

Phase No	Date Of	Name of Master	Details Of Certificate Of Competency
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E-2 REPORT OF DESIGNATED COMPANY TRAINING OFFICER :

Signature :

Name :

Certificate No. :

E-3 REPORT OF HEAD OF ASSESSMENT CENTRE :

Signature :

Name :

Official Stamp :

F. REPORT OF ASSESSMENT CENTRE :

POST-SEA APPROVED EDUCATION AND TRAINING AT APPROVED INSTITUTION LEVEL
2M(Operational)/1M&M(Management)

Function /Part	Institution	From	To	Remarks
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F-2 REMARKS OF HEAD OF ASSESSMENT CENTRE :

ELIGIBILITY FOR OPERATIONAL/MANAGEMENT LEVEL(Phase I & II)
ELIGIBILITY FOR WRITTEN FUNCTION EXTRA MASTER

Signature :

Name :

Official Stamp :

G. PARTICULARS OF STCW CONVENTIONS MODULAR COURSES (POST-SEA) :

Sr. No.	Courses	STCW Reg./ STCW Code No.	Cert No.	Approved Institution	Period		Validity
					From	To	

H. PREVIOUS CERTIFICATE (Issued in India or elsewhere, If none state so) :

Number	Certificate Details	Class /Grade	Place & date of Examination		If any time suspended or cancelled, state		
			Examination	Issue Date	Court of Authority	Date	Cause

I. DECLARATION TO BE MADE BY THE CANDIDATE :

I hereby declare that the particulars contained in the form are correct and true to the best of my knowledge and belief and that the papers enumerated and sent with this form are true and genuine documents given and signed by the person whose name appears on them. I further declare that Section D contains a true and correct account of my sea-going service without exception and I make this declaration conscientiously believing the

The above declaration was signed in my presence.

Signature of the candidate

Examiner of Masters and Mates
Mercantile Marine Department.....District

J. REQUEST FOR ALLOTMENT OF SEATS FOR EXAMINATION :

K 1. Sight Test : Date of Examination : _____ Result _____ Signature of Examiner

K 2. RESULT OF EXAMINATION : (for official purpose only) :

L. REPORT OF EXAMINATION CENTRE

1. I hereby certify that _____ has satisfactory produced testimonials and proof of sea-going service/watch keeping service/approved workshop training as required for the grade.
2. The candidate complies with the examination of the Merchant Shipping Standards (Standards of Training Certification and Watch-keeping for Seafarers) Rules, 1998 for the grade of Extra Master of a Foreign Going ship
3. The candidate has passed his examinations for the functions as under :

Phase	Level	Function			
		Written	Written Examiner	Oral	Oral Examiner

M. FOR THE CHIEF EXAMINER OF MASTERS AND MASTES

1. I hereby certify that _____ has satisfactory produced his testimonials and proof of Sea-going Service/Watch Keeping Service.
2. The candidate complies with the Merchant Shipping (Standards of Training Certification and Watch-keeping for Seafarers) Rules, 1998 for the grade of Extra Master of a Foreign Going ship
3. The candidate has passed the examination of the functions as under :

Phase	Level	Function		Sign. of Examiner with Remarks
		Written	Oral	

The candidate meets the requirements be eligible to be issued the Certificate of Competency as
provisional certificate issued No..... on.....

Examiner of Masters and Mates
Mercantile Marine Department

N. FINAL ASSESSMENT PRIOR CERTIFICATION

Medical		
Pre-Sea Training		
Structured on Board Training		
Sea-Service Requirement		
Written Examination (Assessment)		
Oral Assessment		
Modular Courses		
Eligibility		

Certificate for Competency _____ as recommended by Mercantile Marine Department may be issued.

Assessor at Directorate General of Shipping for Masters and Mates.

Remarks _____

Chief Examiner
(Masters and Mates)