

**MERCANTILE MARINE DEPARTMENT, MUMBAI**

**NOTICE**

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

Sr. No	Programme	Due Date (submitting using link)
1	<b>Signal Visuals (for) Jul-2021.</b> <ul style="list-style-type: none"><li>▪ The candidate who have passed all part of written examination and completed relevant modular courses are eligible for appearing in the signal examination.</li><li>▪ Only the above mentioned eligible candidates may fill the required details as mentioned in the link by 12/07/2021. The eligible candidates are also required to bring the payment receipt of Rs. 1000/- for Signal Examination paid through Bharat Kosh Portal <b>on the day of the examination.</b></li><li>▪ All candidates are required to fill up the form using the following link <a href="https://forms.gle/1YLPcJykWH25dkyZ8">https://forms.gle/1YLPcJykWH25dkyZ8</a>.</li><li>▪ The candidate need not visit the department and the process is fully online.</li></ul>	Examination date 14/07/2021 @ 1500 hrs
2	<b>Freshers – NKWO (NCV), Mate (NCV) &amp; Master (NCV) Written eligibility, Oral Assessment &amp; Booking.</b> (For all candidates including <b>Indian Naval Personnel</b> ) (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.) <ul style="list-style-type: none"><li>▪ All candidates are required to fill up the form using the following link <a href="https://forms.gle/1YLPcJykWH25dkyZ8">https://forms.gle/1YLPcJykWH25dkyZ8</a>.</li><li>▪ The candidate will be informed on their registered email id regarding the date to report to the exam centre (Nav Bhavan) for assessment.</li></ul>	13/07/2021
3	<b>Repeaters – Mate (NCV) &amp; NWKO (NCV) Oral booking.</b> (Document to be only sent by courier. Kindly refer the checklist attached regarding procedure for booking) See Section A on pg no. 4. <ul style="list-style-type: none"><li>▪ All candidates are required to fill up the form using the following link <a href="https://forms.gle/1YLPcJykWH25dkyZ8">https://forms.gle/1YLPcJykWH25dkyZ8</a>.</li><li>▪ The candidate need not visit the department and the process is fully online.</li></ul>	13/07/2021
4	<b>Second Mate (FG) Assessment for Ratings only.</b> <b>Note - The TAR book produced by candidate should be of approved type meeting the requirements of reg. II/1 of STCW 2010 amendments.</b> <ul style="list-style-type: none"><li>▪ All candidates are required to fill up the form using the following link <a href="https://forms.gle/1YLPcJykWH25dkyZ8">https://forms.gle/1YLPcJykWH25dkyZ8</a>.</li><li>▪ The candidate will be informed on their registered email id regarding the date to report to the exam centre (Nav Bhavan) for assessment.</li></ul>	13/07/2021

	<ul style="list-style-type: none"> <li>Note: Applicable only for those candidates who have not completed their assessment for orals earlier. Those who have completed assessment need not resubmit.</li> </ul>	
5	<p><b>Freshers – Master (FG), Chief Mate (FG) &amp; Second Mate (FG) Oral Assessment.</b> (Document to be sent by courier. Kindly refer the checklist attached regarding procedure for booking) See Section B on pg no. 5.</p> <ul style="list-style-type: none"> <li>All candidates are required to fill up the form using the following link <a href="https://forms.gle/1YLPcJykWH25dkyZ8">https://forms.gle/1YLPcJykWH25dkyZ8</a>.</li> <li>The candidate need not visit the department and the process is fully online.</li> <li>Note: Applicable only for those candidates who have not completed their assessment for orals earlier. Those who have completed assessment need not resubmit.</li> </ul>	13/07/2021
6	<p><b>Extra Master – Part A Written Examination</b> (The Standard Operating Procedure (SOP) is attached for information).</p> <ul style="list-style-type: none"> <li>All candidates are required to fill up the form using the following link <a href="https://forms.gle/1YLPcJykWH25dkyZ8">https://forms.gle/1YLPcJykWH25dkyZ8</a>.</li> <li>The candidate need not visit the department and the process is fully online.</li> <li>Note: Applicable only for those candidates who have not completed their assessment for orals earlier. Those who have completed assessment need not resubmit.</li> </ul>	13/07/2021
7	<p><b>Freshers – B.Sc (NS) Candidates.</b></p> <ul style="list-style-type: none"> <li>All candidates are required to fill up the form using the following link <a href="https://forms.gle/1YLPcJykWH25dkyZ8">https://forms.gle/1YLPcJykWH25dkyZ8</a>.</li> <li>The candidate will be informed on their registered email id regarding the date to report to the exam centre (Nav Bhavan) for assessment.</li> <li>Note: Applicable only for those candidates who have not completed their assessment for orals earlier. Those who have completed assessment need not resubmit.</li> </ul>	13/07/2021
8	<p><b>Freshers – Second Mate (FG) Written Assessment (Rating Background candidates Only)</b></p> <ul style="list-style-type: none"> <li>All candidates are required to fill up the form using the following link <a href="https://forms.gle/1YLPcJykWH25dkyZ8">https://forms.gle/1YLPcJykWH25dkyZ8</a>.</li> <li>The candidate will be informed on their registered email id regarding the date to report to the exam centre (Nav Bhavan) for assessment.</li> <li>Note: Applicable only for those candidates who have not completed their assessment for orals earlier. Those who have completed assessment need not resubmit.</li> </ul>	13/07/2021
9	<p><b>Freshers &amp; Repeaters – Written booking for Second Mate (FG) &amp; Chief Mate (PH-II)</b> is to be done online directly by the candidate.</p>	As and when the booking

	<p><b>Freshers &amp; Repeaters</b> – Oral booking for <b>Master (FG), Master (NCV), Chief Mate (FG) &amp; Second Mate (FG)</b> to be done online.</p> <p><b>Note:</b></p> <p>1) Candidates are required to monitor DGS Site for the booking dates.</p> <p>2) Candidates are not permitted to appear for orals in successive months, one-month break is mandatory.</p> <p>3) Candidates who have got “star” in their previous results should not book for written/oral exam without completing the function course again. As per DGS N. T. Wing /Exam Circular No. 1 of 2012 dated 14/11/2012 such candidates are required to attend the full function course again before he is permitted to re-appear for the examination. And should forward the soft copy of repeated function course to MMD.</p>	<p>window is opened</p>
10	<p><b>Freshers - Master (FG), Chief Mate (FG) Phase I &amp; II and Second Mate (FG) Written Assessment.</b></p> <ul style="list-style-type: none"> <li>▪ The form 29 &amp; supporting documents should be verified &amp; certified with stamp on each page by the MTI from where the candidate has completed the function course.</li> <li>▪ It is also required that these documents are directly submitted by the MTI to this office. <b>The department will not accept any direct submission by the candidate.</b></li> <li>▪ <b>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.</b></li> <li>▪ All candidates are required to fill up the form using the following link <a href="https://forms.gle/1YLPcJykWH25dkyZ8">https://forms.gle/1YLPcJykWH25dkyZ8</a> .</li> <li>▪ The candidate need not visit the department and the process is fully online.</li> </ul>	<p>16/07/2021</p>

**Important notes:**

- 1) All the candidates are required to carry Admit Card, CDC, Passport & CoC during the written, oral and signal examination for identification.
- 2) Candidates may report at indicated date and time indicated in the email sent by the MMD.
- 3) Only one request can be submitted per month. All candidates are advised to therefore be carefull and select your papers (written / oral) accordingly
- 4) 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.
- 5) 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.
- 6) It is requested to bring your own sanitizer, napkins and wear hand gloves, face cover (**face shield and double mask**) in order to have appropriate protection as per Covid 19 protocol.
- 7) The candidate needs to report 15 minutes before the specified time.

- 8) 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.
- 9) All candidates must strictly adhere to any quarantine requirements, as and when imposed.
- 10) Arogya setu app must be installed by the candidate and in use when you report at MMD desk.

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## **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 August-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 (ECDIS) 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 Manouvering Simulator (SMS) course copy.
- 2.2 Electronic chart Display and Information Systems (ECDIS) 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 therefore requested to not 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) Any documents received after the due date will not be considered for seat booking / assessment.
- 4) The candidates may receive email from MMD with regards to any deficiency or acceptance of the booking / assessment request, as applicable.

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 Marksheet. (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 Safety 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)		
<b>Additionally for the candidates from the Rating Stream:-</b>			
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.		
<b>For Orals Assessment :-</b>			
28	Seat Booking online payment receipt printout copy		
29	Itadar 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 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
<b>Written Assessment (PHASE-I)</b>			
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. (Annex IV & V)		
11	Phase -I Course Completion certificate issued by DGS approved institute.		
<b>Written Assessment (PHASE-II)</b>			
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.		
<b>For Orals Assessment :-</b>			
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 (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	<b>WRITTEN ASSESSMENT</b>		
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 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		
	<b>WRITTEN BOOKING</b>		
20	Payment receipt of Bharat Kosh (Rs. 1500/-)		
21	NWKO (NCV) Course Completion Certificate issued by DGS approved Institute.		
	<b>FOR ORAL ASSESSMENT</b>		
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
	<b>WRITTEN ASSESSMENT</b>		
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		
	<b>WRITTEN BOOKING (PHASE-I)</b>		
13	Payment receipt of Bharat Kosh (Rs. 4000/-)		
14	Mate (NCV) Phase-I Course Completion Certificate issued by DGS approved Institute.		
	<b>WRITTEN BOOKING (PHASE-II)</b>		
15	Payment receipt of Bharat Kosh (Rs. 2000/-)		
16	Mate (NCV) Phase-II Course Completion Certificate issued by DGS approved Institute.		
	<b>ORAL ASSESSMENT</b>		
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
	<b>WRITTEN ASSESSMENT</b>		
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		
	<b>WRITTEN BOOKING</b>		
11	Online payment receipt printout copy of seat booking (Rs. 6000/-)		
12	Master (NCV) Course Certificate.		
	<b>ORAL ASSESSMENT</b>		
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: \_\_\_\_\_

FORM 15  
(See Rule 44)

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

PHOTO  
(40x30 mm)

A. Grade of Examination : .....

Place of Examination : .....

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) :**

Name of ship	Type	Gross Tonnage	Port of Registry/ Official Number	Trade Near Coastal Voyages/ Foreign Going	Rank	From	To	Period		Remarks
								Months	Days	

**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 .....

**J. REQUEST FOR ALLOTMENT OF SEAT FOR EXAMINATION :**

No. of attempt	Month	Fees paid		Phase 1 or 2	Written Functions				Orals Functions				Signatures of Candidate & Examiner
		Amount	Date & Sign.		I	II	III	IV	I	II	III	IV	
Assos'nt													

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

No. of attempt	Month	Sight Test		Phase 1 or 2	Written Functions				Orals Functions				Sig.	Signatures of Examiner
		Date	Result/ Sign.		I	II	III	IV	I	II	III	IV		

\*Separate sheet may be attached for details

**L. REPORT OF EXAMINATION CENTRE :**

- (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 :—

Function	Examination Centre	Month	Remarks

**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 :**

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

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,  
1<sup>ST</sup> 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](mailto: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 :

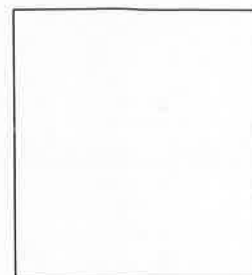
10. Date of Birth  
(Proof to be produced)

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 :

**(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) :**

[illegible]

## E-1 REPORT ON STRUCTURED ON-BOARD TRAINING :

Phase No	Date Of	Name of Master	Details Of Certificate Of Competancy
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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)

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	Written	Written Examiner	Function	Oral	Oral Examiner
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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

Certificate for Competency

Assessor at Directorate General of Shipping for Masters and Mates.

Remarks

as recommended by Mercantile Marine  
Department may be issued.

Chief Examiner  
(Masters and Mates)