

MERCANTILE MARINE DEPARTMENT, MUMBAI

REVISED - MONTHLY NOTICE – MARCH - 2022

**SCHEDULE FOR BOOKING & ASSESSMENT FOR THE EXAMINATIONS TO BE HELD IN
APRIL-2022**

Sr. No	Programme	Assessment Date
1	<p>Signal Visuals (for) March-2022.</p> <ul style="list-style-type: none">The candidate who have passed all part of written examination and completed relevant modular courses are eligible for appearing in the signal examination.Only the above mentioned eligible candidates may fill the required details as mentioned in the link by 06/03/2022. The eligible candidates are also required to report to MMD on 15/03/2022 @ 0930 hrs and submit the Written Examination result, Modular Course and payment receipt of Rs. 1000/- (for Second Mate (FG)) and Rs. 500/- (For NWKO (NCV)) for Signal Examination paid through Bharat Kosh Portal.All candidates are required to fill up the form using the following link https://forms.gle/1YLPcJykWH25dkyZ8.	SIGNAL EXAMINATION FOR MARCH – 2022 DATE 16/03/2022 1000 HRS.
2	<p>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.)</p> <ul style="list-style-type: none">All candidates are required to fill up the form using the following link https://forms.gle/1YLPcJykWH25dkyZ8.The candidate to report on the Assessment date with original documents.	01/03/2022 & 02/03/2022
3	<p>Repeaters – Mate (NCV) & NWKO (NCV) Oral booking. (Document to be sent by courier only. Kindly refer the checklist attached regarding procedure for booking) See Section A on pg no. 4.</p> <ul style="list-style-type: none">All candidates are required to fill up the form using the following link https://forms.gle/1YLPcJykWH25dkyZ8.The candidate need not visit the department and the process is fully online.	07/03/2022
4	<p>Second Mate (FG) Assessment for Ratings only. (For Courses Eligibility)</p> <p>Note - The TAR book produced by candidate should be of approved type meeting the requirements of reg. II/1 of STCW 2010 amendments.</p> <ul style="list-style-type: none">All candidates are required to fill up the form using the following link https://forms.gle/1YLPcJykWH25dkyZ8.The candidate to report on the Assessment date with original documents.	03/03/2022

	<ul style="list-style-type: none"> Note: Applicable only for those candidates who have not completed their assessment for orals earlier. Those who have completed assessment need not resubmit. 	
5	<p>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. 5.</p> <ul style="list-style-type: none"> All candidates are required to fill up the form using the following link https://forms.gle/1YLPcJykWH25dkyZ8. The candidate need not visit the department and the process is fully online. Note: Applicable only for those candidates who have not completed their assessment for orals earlier. Those who have completed assessment need not resubmit. 	07/03/2022
6	<p>Freshers – B.Sc (NS) Candidates.</p> <ul style="list-style-type: none"> All candidates are required to fill up the form using the following link https://forms.gle/1YLPcJykWH25dkyZ8. The candidate to report on the Assessment date with original documents. 	04/03/2022
7	<p>Freshers – Second Mate (FG) Written Assessment (Rating Background candidates Only)</p> <ul style="list-style-type: none"> All candidates are required to fill up the form using the following link https://forms.gle/1YLPcJykWH25dkyZ8. The candidate to report on the Assessment date with original documents. Note: Applicable only for those candidates who have completed the Second Mate (FG) Function course. Those who have completed assessment need not resubmit. 	07/03/2022
8	<p>Freshers – Second Mate (FG) Oral Assessment (Rating Background candidates Only)</p> <ul style="list-style-type: none"> All candidates are required to fill up the form using the following link https://forms.gle/1YLPcJykWH25dkyZ8. The candidate to report on the Assessment date with original documents. Note: Applicable only for those candidates who have not completed their assessment for orals earlier. Those who have completed assessment need not resubmit. 	08/03/2022
9	<p>Repeaters / Fresher – 02 Mate Foundation (NCV) written booking. (Kindly refer the checklist attached regarding procedure for booking) See Section A on pg no. 4.</p> <ul style="list-style-type: none"> All candidates are required to fill up the form using the following link https://forms.gle/1YLPcJykWH25dkyZ8. The candidate to report on the Assessment date with original documents. 	16/03/2022

10	<p>Repeaters / Fresher – 01ST Mate Phase I (NCV) written booking. (Kindly refer the checklist attached regarding procedure for booking) See Section A on pg no. 4.</p> <ul style="list-style-type: none"> All candidates are required to fill up the form using the following link https://forms.gle/1YLPcJykWH25dkyZ8. The candidate to report on the Assessment date with original documents. 	11/03/2022
11	<p>Fresher – ASM (NCV) written assessment. (Kindly refer the checklist attached regarding procedure for booking) See Section A on pg no. 4.</p> <ul style="list-style-type: none"> All candidates are required to fill up the form using the following link https://forms.gle/1YLPcJykWH25dkyZ8. The candidate to report on the Assessment date with original documents. 	14/03/2022
12	<p>Freshers & Repeaters Booking for Written and Oral Examination is to be done online as per the Grade and Booking notice issued by DGS</p> <p>Note:</p> <ol style="list-style-type: none"> Candidates are required to monitor DGS Site for the booking dates. Candidates are not permitted to appear for orals in successive months, one-month break is mandatory. 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. 	As and when the booking window is opened
13	<p>Freshers - Chief Mate (FG) Phase II and Second Mate (FG) Written Assessment.</p> <ul style="list-style-type: none"> The form 29 & and supporting documents should be verified & certified with stamp on each page by the MTI from where the candidate has completed the function course. It is also required that these documents are directly submitted by the MTI to this office. The department will not accept any direct submission by the candidate. 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. All candidates are required to fill up the form using the following link https://forms.gle/1YLPcJykWH25dkyZ8. The candidate need not visit the department and the process is fully online. 	14/03/2022 to 18/03/2022
14	All pending cases from 02/03/2022 to 16/03/2022.	22/03/2022 & 23/03/2022

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 careful 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 30 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.
- 11) **The timetable may be rescheduled at short notice, candidates are required to monitor DGS website regularly for any changes.**

BOOKING PROCEDURE

The **Oral Booking for NCV grade examination Repeaters (Freshers not applicable) & Oral Assessment for FG Grade candidates (Freshers Only)** 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 GMDSS GOC (not mandatory as per NT Exam Circular No. 02 of 2021, however the candidate needs to be in possession of GMDSS certificate before processing the issue of the certificate of competency).
 - 2.8 Copy of Valid Medical Fitness certificate (Annex IV & V)
 - 2.9 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 (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