

**MERCANTILE MARINE DEPARTMENT, MUMBAI**

**MONTHLY NOTICE – MARCH, 2023**

**SCHEDULE FOR ASSESSMENT & BOOKING FOR EXAMINATIONS BEING HELD IN  
APRIL – 2023**

**NAUTICAL EXAMINATION RELATED NOTICE OF MMD, MUMBAI WILL BE  
HENCE FORTH POSTED ONLY IN THE MMD, MUMBAI WEBSITE.**

**THE LINK OF WEBSITE IS (<http://www.mmdmumbai.in>)**

**CANDIDATES NEED NOT VISIT THE EXAMINATION CENTRE  
FOR ASSESSMENT & BOOKING**

**Direct physical submission of files by the candidate is discouraged**

<b>Sr. No</b>	<b>Programme</b>	<b>Due Date</b>
1	<b>Signal Visuals (for) MARCH - 2023</b> <ul style="list-style-type: none"><li>▪ Refer to DGS (NT/Exam) Circular 13 of 2022 dated: 16/06/2022</li><li>▪ Eligible candidates are required to bring the payment receipt of Rs. 1000/- for Signal Examination paid through Bharat Kosh Portal on the day of the examination.</li><li>▪ Candidates need to report to the exam center (Nav Bhavan) with all original documents for signal visuals process and examination</li></ul>	<b>Examination on 31/03/2023 @ 1000 Hrs (Friday)</b>
2	<b>Fresher –NWKO (NCV) Assessment for Course eligibility (For all candidates including Indian Naval Personnel)</b> <ul style="list-style-type: none"><li>▪ Form 15/29 same to be filled up with mentioning email ID along with attached all documents as per checklist and send by post on or before mentioned date. <i>(To avoid delays due to postal services, MTI's are recommended to hand deliver the assessment files at Nav Bhavan, Exam center)</i></li></ul>	<b>02/03/2023 (Thursday)</b>
3	<b>Fresher –Mate (NCV) Assessment for Course eligibility (For all candidates including Indian Naval Personnel)</b> <ul style="list-style-type: none"><li>▪ Form 15/29 same to be filled up with mentioning email ID along with attached all documents as per checklist and send by post on or before mentioned date. <i>(To avoid delays due to postal services, MTI's are recommended to hand deliver the assessment files at Nav Bhavan, Exam center)</i></li></ul>	<b>03/03/2023 (Friday)</b>
4	<b>Fresher – Master (NCV) Assessment for Course eligibility (For all candidates including Indian Naval Personnel)</b> <ul style="list-style-type: none"><li>▪ Online form 29 (<a href="http://dgshipping.gov.in">http://dgshipping.gov.in</a>) print out with active email ID along with attached all documents as per checklist to be sent by post on or before mentioned date. <i>(To avoid delays due to postal services, MTI's are recommended to hand deliver the assessment files at Nav Bhavan, Exam center)</i></li></ul>	<b>06/03/2023 (Monday)</b>
5	<b>Fresher – Second Mate (FG) assessment for course eligibility (Rating background candidates only)</b> <ul style="list-style-type: none"><li>▪ Online form 29 (<a href="http://dgshipping.gov.in">http://dgshipping.gov.in</a>) print out with active email ID along with attached all documents as per checklist to be sent by post on or before mentioned date. <i>(To avoid delays due to postal services, MTI's are recommended to hand deliver the assessment files at Nav Bhavan, Exam center)</i></li></ul>	<b>08/03/2023 (Wednesday)</b>

6	<p><b>Fresher – B.Sc (NS) candidates, Second Mate (FG) written &amp; oral assessment</b></p> <ul style="list-style-type: none"> <li>Online form 29 (<a href="http://dgshipping.gov.in">http://dgshipping.gov.in</a>) print out with active email ID along with attached all documents as per checklist to be sent by post on or before mentioned date. <i>(To avoid delays due to postal services, MTI's are recommended to hand deliver the assessment files at Nav Bhavan, Exam center)</i></li> </ul>	<p><b>09/03/2023 (Thursday)</b></p>
7	<p><b>Freshers - Oral assessment all FG grades including Master (NCV) grades</b></p> <ul style="list-style-type: none"> <li>All listed documents as per checklist with assessment fees receipt of Rs. 3000/- paid vide through Bharatkosh to be sent by post on or before mentioned date. <i>(To avoid postal delays, MTI's are recommended to hand deliver the assessment files)</i></li> </ul>	<p><b>10/03/2023 (Friday)</b></p>
8	<p><b>Repeaters – Oral seat bookings [All FG grades including Master NCV grades only]</b></p> <ul style="list-style-type: none"> <li>Repeaters grades of Master (FG), Master (NCV), Chief Mate (FG) &amp; Second Mate (FG) may book orals seat online directly.</li> </ul> <p><i>(Seat booking slots shall be utilised by repeater candidates only, other fresher candidates should NOT BOOK their seats on the repeaters allotted dates or else the booking application would be summarily rejected without any intimation and the fees paid would be forfeited)</i></p>	<p><b>13/03/2023 (Monday) To 14/03/2023 (Tuesday)</b></p>
9	<p><b>Freshers – Oral seat bookings [All FG grades including Master NCV grade only]</b></p> <ul style="list-style-type: none"> <li>Freshers grades of Master (FG), Master (NCV), Chief Mate (FG) &amp; Second Mate (FG) may book orals seat online directly.</li> </ul> <p><i>(Seat booking slots shall be utilised by fresher candidates only, other repeater candidates should NOT BOOK their seats on the freshers allotted dates or else the booking application would be summarily rejected without any intimation and the fees paid would be forfeited)</i></p>	<p><b>15/03/2023 (Wednesday) To 16/03/2023 (Thursday)</b></p>
10	<p><b>Freshers – 1M Phase I (FG) written assessments</b></p> <ul style="list-style-type: none"> <li>Online form 29 (<a href="http://dgshipping.gov.in">http://dgshipping.gov.in</a>) print out with active email ID along with attached all documents as per checklist to be sent by post on or before mentioned date. All supporting documents each page shall be verified and certified with stamp and signature of authorized representative of MTI from where the candidate has completed the function course.</li> <li>Applications received after due date <b>will not be accepted</b> under any circumstances. <i>(To avoid delays due to postal services, MTI's are recommended to hand deliver the assessment files at Nav Bhavan, Exam center)</i></li> </ul>	<p><b>17/03/2023 (Friday)</b></p>
11	<p><b>Repeaters – 1M Phase I (FG) written paper seat booking</b></p> <ul style="list-style-type: none"> <li>Repeaters for grades of 1M Phase I (FG) may book seat online directly. <i>(Seat booking slots shall be utilised by repeater 1M Phase I (FG) candidates only, other fresher candidates should NOT BOOK their seats on the repeaters allotted dates or else the booking application would be summarily rejected without any intimation and the fees paid would be forfeited)</i></li> <li>Candidates who have got “star” in their previous results should not book for written 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.</li> </ul>	<p><b>18/03/2023 To 19/03/2023</b></p>
12	<p><b>Repeaters – ASM (FG) written paper seat booking</b></p> <ul style="list-style-type: none"> <li>Repeaters for grades of ASM (FG) may book orals seat online directly. <i>(Seat booking slots shall be utilised by repeater ASM (FG) candidates only, other fresher and other candidates should NOT BOOK their seats on the repeaters allotted dates or else the booking application would be summarily rejected without any intimation and the fees paid would be forfeited)</i></li> <li>Candidates who have got “star” in their previous results should not book for written 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.</li> </ul>	<p><b>18/03/2023 To 19/03/2023</b></p>

13	<p><b>Freshers – 1M Phase I (FG) written paper seat booking</b></p> <ul style="list-style-type: none"> <li>▪ <b>Freshers for grades of 1M Phase I (FG)</b> may book seats online directly. <i>(Seat booking slots shall be utilised by fresher 1M Phase I (FG) candidates only, other repeater candidates should NOT BOOK their seats on the freshers allotted dates or else the booking application would be summarily rejected without any intimation and the fees paid would be forfeited)</i></li> <li>▪ Candidates should book for the entire written subjects in their first attempt.</li> <li>▪ If booking is made for only selected few subjects the booking application would be summarily rejected without any intimation and the fees paid would be forfeited.</li> </ul>	20/03/2023 to 22/03/2023
14	<p><b>Freshers – 1M Phase I (NCV) written assessment and written seat booking</b></p> <ul style="list-style-type: none"> <li>▪ All listed documents as per checklist with assessment fees receipt of Rs. 3000/- paid and written seat booking (Mate NCV – Rs 2000 / function) vide through Bharatkosh to be sent by post on or before mentioned date. <i>(To avoid postal delays, MTI's are recommended to hand deliver the assessment files)</i></li> </ul>	23/03/2023 (Thursday)
15	<p><b>Freshers – ASM (NCV) written assessment and written seat booking</b></p> <ul style="list-style-type: none"> <li>▪ All listed documents as per checklist with assessment fees receipt of Rs. 3000/- paid and written seat booking (ASM NCV - Rs 6000/-) vide online to be sent by post on or before mentioned date. <i>(To avoid postal delays, MTI's are recommended to hand deliver the assessment files)</i></li> </ul>	23/03/2023 (Thursday)
16	<p><b>Repeaters – ASM (NCV) written seat booking</b></p> <ul style="list-style-type: none"> <li>▪ <b>Repeaters ASM (NCV)</b> may book seats online directly.</li> <li>▪ <b>Freshers for grades of 1M Phase I (FG)</b> may book seats online directly. <i>(Seat booking slots shall be utilised by ASM (NCV) candidates only, other candidates should NOT BOOK their seats on the freshers allotted dates or else the booking application would be summarily rejected without any intimation and the fees paid would be forfeited)</i></li> </ul>	23/03/2023 (Thursday)
17	<p><b>Repeaters – 1M Phase I (NCV) written seat booking</b></p> <ul style="list-style-type: none"> <li>▪ Application by email with subject “1M Phase I (NCV) written seat booking - candidate name / Indos no.” with following scanned attachments to be sent on or before mentioned date (<a href="mailto:examn.mum-mmd@gov.in">examn.mum-mmd@gov.in</a>):</li> <li>1. Hand written self-application (detailing past attempt and appearing papers)</li> <li>2. Fees receipt copy paid vide through Bharatkosh (Mate NCV – Rs 2000 / function)</li> <li>3. Previous written result copies</li> </ul>	23/03/2023 (Thursday)
18	<p><b>Fresher – MATE (NCV) &amp; NWKO (NCV) oral booking</b></p> <ul style="list-style-type: none"> <li>▪ All listed documents as per checklist with oral assessment fees receipt of Rs. 3000/- and oral / function (Mate NCV – Rs 2000 / function and NWKO NCV – Rs 500 / function) fees paid vide through Bharatkosh to be sent by post on or before mentioned date. <i>(To avoid postal delays, MTI's are recommended to hand deliver the assessment files)</i></li> </ul>	24/03/2023 (Friday)
19	<p><b>Repeater – MATE (NCV) &amp; NWKO (NCV) oral booking</b></p> <ul style="list-style-type: none"> <li>▪ Application by email with subject “Mate / NWKO (NCV) oral seat booking - candidate name / Indos no.” with following scanned attachments to be sent on or before mentioned date (<a href="mailto:examn.mum-mmd@gov.in">examn.mum-mmd@gov.in</a>):</li> <li>1. Hand written self-application (detailing past attempt and appearing orals)</li> <li>2. Fees receipt copy paid vide through Bharatkosh (Mate NCV – Rs 2000 / function and NWKO NCV – Rs 500 / function)</li> <li>3. EXN result copies</li> </ul>	24/03/2023 (Friday)
20	<b>All pending cases from 02/03/2023 to 24/03/2023</b>	24/03/2023 (Friday)

**CANDIDATES SHALL ONLY BOOK FOR ORALS OR WRITTEN SEATS AS PER THE ABOVE-MENTIONED SCHEDULED DATES.**

**IF CANDIDATE BOOKS FOR THEIR SEATS ON ANY OTHER DATES [NOT AS PER THE MENTIONED SCHEDULED DATE], THEN THE BOOKING APPLICATION WOULD BE SUMMARILY REJECTED WITHOUT ANY INTIMATION AND THE FEES PAID WOULD BE FORFEITED**

**Instructions to candidates for appearing written examinations**

1. All the candidates are required to carry original Admit Card, CDC, Passport & CoC (if available) during the written, oral and signal examination for verification and identification.
2. Candidate should report to examination hall prior 20 minutes before commencement of examinations., late comers won't be allowed under any circumstances for appearing examinations.
3. Candidate should occupy the correct seat and fill in the information in the space provided.
4. Candidates who are not in their seats by the time notified will not as a rule be permitted to appear for the examination. However, the invigilator may at his/her discretion allow a candidate, provided he/she is satisfied with reasons given for the delay.
5. Before starting to write on the answer sheet, the candidate must ensure that the invigilator has signed in the appropriate space provided on the cover page.
6. Candidate must ensure that they enter the cover page completely except for the code number before starting to write in the answer sheet.
7. Begin you answer to each question on a new page. For each answer, write the corresponding question number in the margin.
8. Candidate will not be permitted to leave the examination hall until completion of examination.
9. Every candidate must sign, the attendance sheet provided by the invigilator.
10. Candidate is forbidden to:
  - a. Bring any books, notes, scribbling material, mobile phone, any kind of electronic devices into the examination hall other than those permitted by the examination rules.
  - b. Speak or communicate in any manner to any candidate while the examination in progress.
  - c. Take with them any answer books written or in blank form while leaving the examination hall.
  - d. Candidate should write in legible handwriting. They are warned that no marks will be assigned to answers which cannot be assessed by the examiner due to illegible handwriting.
  - e. Write on both sides of paper.
  - f. Exchange of writing material, instruments etc. is strictly prohibited.
11. DO NOT REVEAL YOUR IDENTITY IN ANY FORM IN THE ANSWER SHEET EXCEPT ON THE BOTTOM HALF OF LAST PAGE IN THE SPACE PROVIDED. Writing your number or name or signature on any other page is attempt to revelation of identity.
12. While underling of answer is permitted use of varied inks except for illustrations and figures must be avoided. Use of any symbols like encircling the question or using coloured arrows for PTO etc. will be considered as attempts to reveal identity.
13. Candidate found guilty of revealing their identity will be considered as using unfair means in the examination and will be dealt as per the examination rules.
14. Candidate found to be using unfair means by the invigilator or the examiner will be dealt with as per examination rules.
15. Candidate are forbidden to write anything on question paper.
16. Candidate to maintain silence inside the examination hall.

17. Candidate to follow the instructions of the invigilator.
18. 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 yourcase or as in general.
19. It is requested to bring your own sanitizer, napkins and wear hand gloves, face in order to have appropriate protection as per Covid 19 protocol.

**Instructions to candidates for appearing oral examinations**

1. All the candidates are required to carry original Admit Card, CDC, Passport & CoC (if available) during the written, oral and signal examination for verification and 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 yourcase or as in general.
6. It is requested to bring your own sanitizer, napkins and wear hand gloves, face 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 set 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 for Repeaters (by email) & Oral Assessment for FG Grade candidates (Fresher Only)** for the month of may be done by sending self-attested hard copies by 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

### **ORAL EXAMINATIONS NCV GRADE (REPEATERS ONLY)**

**A) NWKO (NCV) – Booking for Repeater candidates only by email (examn.mmd-mum@gov.in)**

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

**B) MATE (NCV) – Booking for Repeater candidates only by email (examn.mmd-mum@gov.in)**

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

**C) ASM (NCV) – Booking for repeater and freshers**

Online seat booking E-governance portal on the date of booking as mentioned in above dates only

## **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
  - Radar Observer and ARPA Simulator (ROC-ARPA) course
  - Proficiency in survival craft rescue boats courses (PSC-RB) course
  - Advanced fire Fighting (AFF) course
  - Medical First Aid (MFA) course
  
  - Electronic chart Display and Information Systems (ECDIS) course
  - Designated Security Duties (STSDSD) or Ship Security Officer (SSO) course
  - Copy of Valid Medical Fitness certificate (Annex IV & V)
  - 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.
  - Radar & Navigation Simulator (RANSCO) Course
  - Medicare course
  - Electronic chart Display and Information Systems (ECDIS) course.
  - Ship Security Officer (SSO) course
  - Copy of Valid Medical Fitness certificate (Annex IV & V)
  - 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.
  - Ship Maneuvering Simulator (SMS) course copy.
  - Electronic chart Display and Information Systems (ECDIS) course.  
Ship Security Officer (SSO) course.
  - Copy of Valid Medical Fitness certificate (Annex IV & V)  
Form 29 with above mentioned courses updated in column 'G'.

**Candidates are instructed 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/-

[Capt. (Dr.) Daniel J Joseph]  
Nautical Surveyor - cum - DDG (Tech.)  
Examiner Of Master & Mates  
Mercantile Marine Department  
Mumbai