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मेरिनहाउस / Marine House
हेस्टिंग्स / Hastings, कोलकाता / Kolkata- 700022

भारतसरकार / GOVERNMENT OF INDIA

पत्तन,पोत परिवहन और जलमार्ग मंत्रालय / MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय/ DIRECTORATE GENERAL OF SHIPPING

समुद्री वाणिज्य विभाग / MERCANTILE MARINE DEPARTMENT

कोलकाता जिला / KOLKATA DISTRICT

File No. 25-104/24/2024-MMD Kolkata

Dated: 01.10.2024

NOTICE

With reference to the nautical written examinations for the month of November, 2024, the candidates of 2nd Mate (FG), Chief Mate PH-II, Master, the following may be noted:-

- 1) Assessment files to be submitted with or without Competency Course by 17th October, 2024 through by post/courier etc.
- 2) Assessment files received after 17th October, 2024 may not be processed for November, 2024 examination.
- 3) Candidates must clear all communicated deficiencies including Submission of Competency Course Certificate through **E-MAIL**, only, by 21st October, 2024, or within 02 days from receipt of deficiency email, whichever is later.
- 4) Candidate must follow the DGS Circular No. **13 of 2022 & 16 of 2024** while seat booking.
- 5) Candidates to report to exam venue **45 minutes prior to written exam** with original CDC or Passport/SID.
- 6) For oral exam date: - The Seafarer need to use "**View Oral Exam Schedule**" link to **get the oral schedule** details in the admit card.


Examiner of Master and Mates
Mercantile Marine Department
MMD, Kolkata.

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ONE EARTH - ONE FAMILY - ONE FUTURE

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कोलकाता जिला / KOLKATA DISTRICT

फाईल सं.-25-104/24/2024-एमएमडी कोलकाता.

दि: 01/10/2024.

सूचना

नवंबर, 2024 महीने में होनेवाली नाटिकल लिखित परीक्षा के संदर्भ में द्वितीय मेट(विगा) , चीफ मेट फेस-II तथा मास्टर ग्रेड के अभ्यर्थी निम्नलिखित नोट करें-

- 1) सक्षमता कोर्स प्रमाणपत्र के साथ या अलावा एसेसमेंट फाईल 17 अक्टूबर, 2024 तक प्रस्तुत करना है।
- 2) 17 अक्टूबर, 2024 के पश्चात् प्राप्त एसेसमेंट फाईल की प्रक्रिया नवंबर, 2024 महीने की परीक्षा के लिए नहीं की जा सकती।
- 3) अभ्यर्थी को सक्षमता कोर्स प्रमाणपत्र सह कमियों के संबंध में बताये जाने पर 21 अक्टूबर, 2024 तक या कमियों के संबंध में मेल प्राप्त होने के 02 दिनों के भीतर सभी कमियों/गलतियों को ठीक करना है।
- 4) परीक्षा के लिए सीट बुकिंग करते वक्त अभ्यर्थी को नौवहन महानिदेशालय का परिपत्र सं.-13 /2022 तथा 16 / 2024 का पालन करना आवश्यक है।
- 5) अभ्यर्थियों को लिखित परीक्षा प्रारंभ होने के 45 मि.पहले मूल सीडीसी या पासपोर्ट के साथ परीक्षा स्थान पर रिपोर्ट करना है।
- 6) नाविक को मौखिक परीक्षा कार्यक्रम प्राप्त करने के लिए प्रवेश पत्र में "view oral exam schedule" लिंक का उपयोग करना है।

मास्टर तथा मेट्स परीक्षक

Directorate General of Shipping EAC Branch

2ND MATE (F.G.) CHECK LIST GENERIC FOR ALL

NAME OF MERCANTILE MARINE DEPARTMENT

Following all original documents is required for scrutiny, assessment and booking for Second Mate (FG) grade.
Original / copy of each document must be arranged in the following sequence.

Name of the Candidate:

INDOS No.:

Date of Birth:

SECTION A

Sr. No.	Required Documents	Yes/No/NA	Remark
1.	Form - 29 Original on line OR / Printout of on line		
2.	Form - 29 Duplicate to be sited on line or / Printout for duplicate		
3.	Proof of payment		
4.	Copy Medical Certificate (As per MS notice 1 of 2015)		
5.	Copy Sight Test Certificate (As per MS notice 1 of 2015)		
6.	Original College Attendance Certificate (2 nd Mate Function course) Not applicable to 3 or 4 years B.Sc/NS/NT/BE (Marine) Candidates		
7.	Copy of INDOS		
8.	Copy of Mark sheet XII (PCM) - Minimum 50% marks in English		
9.	Degree certificate only for B.Sc NS / MS / NT or BE Marine candidates		
10.	Copy of 1 Year DGS approved Pre-sea Deck Cadet Course		
11.	Copy of DLP / SSTP (18 Months onboard training program certificate)		
12.	Fully updated DGS Seafarer's profile print out to be returned after verification		
13.	SEATIME REQUIREMENT AS PER EXAMINATION RULES 2014 TABLE II		
	a. Verification sea service as on Indian CDC (All relevant sea time Pages)		
	b. Copy of Indian Passport 1 st and last page only		
	c. Original RPSL Co. Sea-time Letters & Form IIIA online update (For Foreign Flag only)		
	d. Copy of Watch-keeping Certificates with CTRB		
	e. Copy of CTRB - Duly filled in, completed and signed by Master & CTO		
	f. Copy of Steering Certificates with CTRB		

DOCUMENTS TO BE SHOWN AND TAKEN AWAY - PLEASE FILL IN THE CERTIFICATE NO AS APPLICABLE OR WRITE NA

Sr. No.	Required Documents	Cert. Number	Name of Institute
1.	Original of PSSR completed and updated		
2.	Original of PST course + Up gradation		
3.	Original of FPFP + Up gradation		
4.	Original EFA Course valid within 5 years		

Signature of verifying DA

Date

DOCUMENTS TO BE VERIFIED PRIOR ORALS

Sr. No.	Required Documents	Cert. Number	Name of Institute
1.	Original Radar Observer and ARPA Simulator (ROC-ARPA)		
2.	Original (PSC-RB) with up gradation		
3.	Original-Advanced Fire Fighting (AFF) 2010 or + Refresher		
4.	Original Medical First Aid (MFA) valid within 5 years		
5.	Original Global Maritime Distress and Safety System (GMDSS)		
6.	Original of ECDIS Model 1.27 DGS approved		
7.	Original of SSO or STSDSD if not done earlier		
8.	Signals Examination answer sheet (For Function I Oral Eligibility only)		

Signature of Candidate

Signature of the Verifying Clerk

Date

Signature of verifying DA

Signature of the Approving Authority

Date

Directorate General of Shipping EAC Branch

FIRST MATE (F.G.) CHECKLIST -For Ships of 3000 GT and more

Name of Mercantile Marine Department	
Following documents are required for First Mate (F.G.) (PH-I) & (PH-II) along with application for assessment and booking. Copy of each document / original for verification must be arranged in the following sequence.	
Name Of Candidate :-	
Place Of Birth :-	Date Of Birth :-

SR.N	REQUIRE DOCUMENTS	YES/NO/NA	REMARKS
1.	Form -29 in Original on line OR printout		
2.	Form -29 Duplicate on line as in no 1 OR printout for duplicate		
3.	Fees Detail sif not available on Form 29		
4.	Original College Attendance (PH-I for Phase I written)		
5.	Original College Attendance (PH-II for Phase II written)		
6.	Copy Medical Certificate Valid (as per MS notice 1 of 2015)		
7.	Copy of Eyesight test (as per MS notice 1 of 2015)		
8.	Copy of Second Mate (F.G.) CoC		
9.	Copy of INDOS pages		
10.	Original letter of Company Sea time letter from Owners /RPSL and W/K. Certificate from the master		
11.	Original Article (For Indian Flag Vessels) / Contract copy (For Foreign Flag Vessels) to be returned back after verification		
12.	Fully updated DGS Seafarer's profile print out to be returned after verification		
13.	SEATIME REQUIREMENT AS PER EXAMINATION RULES 2014 PART B Serial no 2		
	a. Verification sea service as on Indian CDC (All relevant sea time Pages)		
	b. Copy of Indian Passport 1 st and last page only		
	c. Original RPSL Co. Sea-time Letters & Form IIIA online update (For Foreign Flag Vessels only)		
	d. Copy of Watch-keeping Certificates		
Signature of the DA		Signature of Approving Authority	

DOCUMENTS TO BE SHOWN AND TAKEN AWAY - PLEASE FILL IN THE CERTIFICATE NO OR WRITE NA

S.NO	CERTIFICATES TO BE SIGHTED FOR ORALS	Cert. No	Name of Institute
14.	Original of RANSCO		
15.	Original of Medicare Courses valid within 5 years		
16.	Article (For Indian Flag Vessels) / Contract copy (Foreign Flag Vessels)		
17.	IMDSS CoC		
18.	Original PAFF Course 2010 OR + Refresher		
19.	Original PSCRB Course 2010 or + Refresher		
20.	Original of ECDIS 1.27 model DGS approved		
21.	Original of PSSR Upgraded and valid		
22.	Original of SSO or STSDSD		
Signature of the Candidate		Date	
Signature of Approving Authority		Signature of Approving Authority	

DG SHIPPING EAC BRANCH **ASM (F.G.) CHECKLIST FOR VESSEL >3000 GT**

Name of the Mercantile Marine Department			
Following documents are required to be appeared for ASM (FG) along with application for assessment and booking. Copy of each document must be arranged in the following sequence.			
Name Of Candidate :-			
Place Of Birth :-		Date Of Birth :-	
Sr. No.	Require Documents	Yes/No/NA	Remark
1.	Form - 29 in Original on line OR printout		
2.	Form - 29 Duplicate on line as in no.1 OR printout for duplicate		
3.	Fees Payment Details if not available on Form 29		
4.	Copy Medical Certificate (As per MS notice 1 of 2015)		
5.	Copy of eye sight test (As per MS notice 1 of 2015)		
6.	Original College Attendance of the ASM course completion		
7.	Copy of Chief Mate CoC		
8.	SEATIME REQUIREMENT AS PER EXAMINATION RULES 2014 TABLE I. Serial no 5		
	a. Verification sea service as on Indian CDC (All relevant sea time Pages)		
	b. Copy of Indian Passport 1 st and last page only		
	c. Original RPSL Co. Sea-time Letters & Form IIIA online update (For Foreign Flag Ships only)		
	d. Copy of Watch-keeping Certificates		
	e. Original Article of agreement for Indian ships and Contract copy for Foreign ships to be seen and returned back.		
Signature of the DA		Signature of the Approving Authority	

Sight the following certificates and return back Originals prior the Orals Examinations booking

S. No	Certificates to sight and returned back	Cert No	Name of Institute
9.	Original of Ship Maneuvering Simulator and Bridge Teamwork		
10.	Original Valid GMDSS COC		
11.	Original of a Valid Medicare course or Refresher within 5 years		
12.	Original AFF Refresher		
13.	Original PSCRB Refresher		
14.	Original of ECDIS as per 1.27 model DGS approved		
15.	Refresher course of PSSR upgraded		
16.	Original of SSO or STSDSD		
Signature of the person verifying		Date :	
Signature : of the Candidate		Date :	