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मेरिनहाऊस / 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

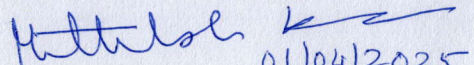
पत्रांक/No. 25-104/24/2024-MMD-Kolkata

दिनांक/Date: 01.04.2025

NOTICE

With reference to the nautical written examinations for the month of May 2025, the candidates of 2nd Mate (FG), Chief Mate (FG) & ASM, the following may be noted: -

- 1) Assessment files to be submitted (delivered at MMD Kolkata) without Competency Course certificate by **13th of April, 2025** and with Competency Course by **20th April, 2025** through post/courier etc. Course Competition Certificate to be submitted positively by **20th April, 2025**.
- 2) Assessment files received after 20th April, 2025 will not be processed for appearing in **May 2025** examination.
- 3) Candidates must clear all communicated deficiencies through **E-MAIL/Post at the earliest. Assessment files all deficiencies must be cleared by 24th April 1200 hrs in all respect.**
- 4) Candidate must follow the DGS Circular No. 13 of 2022, 16 of 2024 & attached notices while seat booking.
- 5) **All assessment to be submitted through MTI only and it must be checked and endorsed by MTI representative prior submitting to MMD, Kolkata. Any file not checked/endorsed by MTI representative will be rejected without any further communication.**
- 6) Candidates to report to exam venue **45 minutes prior to written exam** with original CDC and Passport/CoC/SID.
- 7) Candidates may bring the Nautical Almanac, Norie's table during the examination.
- 8) **For oral exam date: - The Seafarer need to use "View Oral Exam Schedule" link to get the oral schedule details in the admit card.**


01/04/2025

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

Encl:

- 1) Notice dated: 14.02.2025
- 2) Notice dated: 24.03.2025
- 3) Checklists

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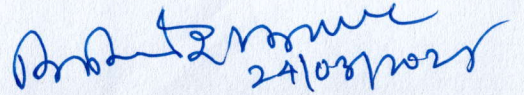
कोलकाता जिला / KOLKATA DISTRICT

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

दिनांक/Date: 24.03.2025

NOTICE REGARDING ORAL EXAMINATION

1. All Nautical Grade candidates are hereby informed that they may attempt oral examination every month only if they have passed all the written examination for the grade. In all other cases, candidates may be allowed to book oral examination every alternate month.
2. Candidates who book an oral examination but fail to appear for any reason will be required to observe a minimum one-month break before the next attempt.
3. Fresh candidates appearing in written exams (waiting for results) will be allowed to book for oral examination in the same month.
4. This is issued with the instruction of the Chief Examiner of Masters and Mates.


24/03/2025

(Examiner of Master and Mates)
MMD, Kolkata

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कोलकाता जिला / KOLKATA DISTRICT

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

दिनांक/Date: 14.02.2025

NOTICE

Subject: Eligibility Criteria for 1st Mate Oral Examination -reg.

All 1st Mate (FG) candidates are hereby informed that they shall not book for oral examination of any function (i.e. Functions 1, 2, or 3) without appearing in the Phase -2 written examination.

Hence, 1st Mate candidates are not allowed to appear in oral examination of any function without appearing in the Phase -2 written examination.

This is issued with the instruction of the Chief Examiner of Masters and Mates.

Mithilesh Kumar
14/02/25

(Capt. Mithilesh Kumar)
Nautical Surveyor-cum-DDG (Tech)
Mercantile Marine Department, Kolkata

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 o	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 TABLE 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.	GMDSS COC		
18.	Original of AFF Course 2010 OR + Refresher		
19.	Original of 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 _____

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 PFPF + Up gradation		
4)	Original EFA Course valid within 5 years		

Signature of verifying DA	Date
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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 1 Oral Eligibility only)		

Signature of Candidate	Signature of the Verifying Clerk	Date
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Signature of verifying DA	Signature of the Approving Authority	Date
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**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 :	