

**MERCANTILE MARINE DEPARTMENT, MUMBAI**

**MONTHLY NOTICE – NOVEMBER, 2024**

**SCHEDULE FOR ASSESSMENT & AND BOOKING FOR EXAMINATIONS BEING HELD IN**

**DECEMBER – 2024**

**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>Program</b>	<b>Due Date</b>
1	<b>Signal Visuals (for) DECEMBER - 2024</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 28/11/2024 @ 1400 Hrs (THURSDAY)</b>
2	<b>Fresher –NWKO (NCV) Assessment for Course eligibility</b> (For all candidates including <b>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. (To avoid delays due to postal services, MTI's are recommended to hand deliver the assessment files at Nav Bhavan, Exam center)</li></ul>	<b>04/11/2024 To 08/11/2024</b>
3	<b>Fresher –Mate (NCV) Assessment for Course eligibility</b> (For all candidates including <b>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. (To avoid delays due to postal services, MTI's are recommended to hand deliver the assessment files at Nav Bhavan, Exam center)</li></ul>	<b>04/11/2024 To 08/11/2024</b>
4	<b>Fresher – Master (NCV) Assessment for Course eligibility</b> (For all candidates including <b>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. (To avoid delays due to postal services, MTI's are recommended to hand deliver the assessment files at Nav Bhavan, Exam center)</li></ul>	<b>04/11/2024 To 08/11/2024</b>
5	<b>Fresher – Second Mate (FG) assessment for course eligibility</b> (Rating background candidates only) <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. (To avoid delays due to postal services, MTI's are recommended to hand deliver the assessment files at Nav Bhavan, Exam center)</li></ul>	<b>04/11/2024 To 08/11/2024</b>

6	<b>Fresher – B.Sc (NS) candidates, Second Mate (FG) written &amp; oral assessment</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>11/11/2024 To 14/11/2024</b>
7	<b>Freshers – Second Mate (FG) Written Assessment (Rating Background candidates Only)</b> <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>	<b>11/11/2024 To 14/11/2024</b>
8	<b>Freshers – ASM Orals Assessment &amp; Booking</b> <ul style="list-style-type: none"> <li><b><u>Please Submit documents by Email</u></b> on or before mentioned date with following documents. <b>For Oral Assessment &amp; Booking:</b> 1. Self application, 2. Written result, 3. SMS Course Certificates, 4. Online fees receipt.</li> </ul>	<b>11/11/2024 TO 14/11/2024</b>
9	<b>Repeater – MATE (NCV) For Oral Booking</b> <ul style="list-style-type: none"> <li><b><u>Documents to be send by courier or by post</u></b> on or before mentioned date with following documents. 1. Self application, 2. Written result, 3. Modular Courses, 4. Payment receipt of Bharatkosh receipt (Rs. 3000/- Assessment &amp; Rs. 6000/- Booking)</li> </ul>	<b>11/11/2024 TO 14/11/2024</b>
10	<b>Freshers – NWKO (NCV) Orals Assessment &amp; Booking</b> <ul style="list-style-type: none"> <li><b><u>Documents to be send by courier or by post</u></b> on or before mentioned date with following documents. <b>For Oral Assessment &amp; Booking:</b> 1. Self application, 2. Written result, 3. Modular Courses, 4. Payment receipt of Bharatkosh receipt (Rs. 3000/- Assessment &amp; Rs. 1500/- Booking) 5. Two Photos</li> </ul>	<b>11/11/2024 TO 14/11/2024</b>
11	<b>Repeater – NWKO (NCV) &amp; MATE (NCV) For Oral Booking &amp; Written Booking</b> <ul style="list-style-type: none"> <li><b><u>Documents to be sent by courier or by post</u></b> on or before mentioned date with following documents. Self application, 2. Written result, 3. Modular Courses, 4. Payment receipt of Bharatkosh receipt. 5. Two Photos, Refer <a href="https://tinyurl.com/y556nh39">https://tinyurl.com/y556nh39</a> for guidelines.</li> </ul>	<b>11/11/2024 TO 14/11/2024</b>

12	<p><b>For Written Assessment :</b> 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, <b><u>Documents to be sent by courier or MTI</u></b> on or before mentioned dates.</p> <p><b>For Oral Assessment - <u>Documents to be sent by courier or MTI</u></b> on or before mentioned dates.</p> <p>It is also required that these documents are directly submitted by the MTI to this office.</p> <p><b>The department will not accept any direct submission by the candidate.</b></p> <p>Candidate 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.</p> <p>All candidates are required to fill up the form using the following link <a href="https://forms.gle/IYLPcJykWH25dkyZ8">https://forms.gle/IYLPcJykWH25dkyZ8</a>.</p> <p>The candidate need not visit the document and the process is fully online.</p>	<p><b>18/11/2024 TO 22/11/2024</b></p>
13	<p><b>Repeaters / Fresher – Oral Booking for Master (FG), Master (NCV), Chief Mate (FG) &amp; Second Mate (FG) is to be done online directly by the candidates.</b></p> <p><b><u>Note :</u></b></p> <ol style="list-style-type: none"> <li>1) Candidates are required to monitor DGS Site for the booking dates.</li> <li>2) <b>Candidate who have got “Star” in their previous results should not book for</b> 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.</li> </ol>	<p><b>18/11/2024 TO 22/11/2024</b></p>
14	<p><b>Repeater / Fresher – Oral Booking for Chief Mate (NCV) &amp; NWKO (NCV).</b></p> <ol style="list-style-type: none"> <li>1) <b>Written Assessment.</b> <b>Candidate who have got “Star” in their previous results should</b></li> <li>2) Candidates are required to monitor DGS Site for the booking dates. <b>not book for</b> 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.</li> </ol>	<p><b>18/11/2024 To 22/11/2024</b></p>
15	<b>All pending cases from 01/11/2024 to 22/11/2024</b>	<b>22/11/2024</b>

**CANDIDATES SHALL ONLY BOOK ORAL OR WRITTEN SEATS AS PER THE ABOVE-MENTIONED  
SCHEDULED DATES TAKING INTO CONSIDERATION OF DGS CIRCULAR 13 OF 2022 dated tu**

**IF A CANDIDATE BOOKS THEIR SEATS ON ANY OTHER DATES [NOT AS PER THE MENTIONED SCHEDULED DATE AND NOT AS PER DGS CIRCULAR 13 OF 2022 DATED 16.06.2023], THEN THE BOOKING APPLICATION WOULD BE REJECTED WITHOUT ANY INTIMATION AND THE FEES PAID WOULD BE FORFEITED.**

**Instructions to candidates for appearing in written examinations**

1. All the candidates are required to carry original Admit Card, CDC, Passport & and CoC (if available) during the written, oral and signal examination for verification and identification.
2. Candidate should report to examination hall 30 minutes before commencement of examinations. Latecomers won't be allowed under any circumstances for appearing in 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 the 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. Candidates must ensure that they enter the cover page completely except for the code number before starting to write in the answer sheet.
7. Begin your answer to each question on a new page. For each answer, write the corresponding question number in the margin.
8. Candidates will not be permitted to leave the examination hall until completion of the examination.
9. Every candidate must sign, the attendance sheet provided by the invigilator.
10. The candidate is forbidden to:
  - a. Bring any books, notes, scribbling material, mobile phone, or any kind of electronic device 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 is 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 that cannot be assessed by the examiner due to illegible handwriting.
  - e. Write on both sides of the 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 THE LAST PAGE IN THE SPACE PROVIDED.** Writing your number or name or signature on any other page is an attempt to reveal 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. A 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. Candidates found to be using unfair means by the invigilator or the examiner will be dealt with as per examination rules.
15. Candidates are forbidden to write anything on the question paper.
16. Candidate to maintain silence inside the examination hall.
17. Candidate to follow the instructions of the invigilator.

### **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 the indicated date and time indicated in the email sent by the MMD. Oral examinations are normally conducted online using Microsoft Teams or other equivalent applications.
3. However, candidates are permitted to come to MMD office on the scheduled date for appearing in Oral examination.
4. Only one request can be submitted per month. All candidates are advised to therefore be careful and select their papers (written / oral) accordingly
5. Candidates, who have made their seat booking for the oral examination and have not received any system-generated email with the examination schedule or the hall ticket with the date of the oral examination, may send an email to this department in **examn.mum-mmd@gov.in** only on the 30th of the month.

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### **BOOKING PROCEDURE FOR NCV GRADES**

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 hadsubmitted their file for Second Mate (FG) Written Assessment as well as Month & Year ofFirst 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 hadsubmitted 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 hadsubmitted their file for Master (FG) Written Assessment as well as Month & Year of Firstattempt 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 all the original documents on the day of ORAL 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. P. C. Meena)  
Nautical Surveyor - cum - DDG  
(Tech.)  
Examiner Of Master & Mates  
Mercantile Marine Department  
Mumbai