

## **STANDARD OPERATING PROCEDURE FOR EXTRA MASTER**

- 1) Candidate to download Form 29 from the website of MMD, Mumbai ([www.mmd.gov.in](http://www.mmd.gov.in))
- 2) Candidate to fill up Form 29.
- 3) Assessment fees of Rs. 3000/- to be paid in Bharatkosh.
- 4) Candidates to attach the documents as per the checklist for Extra Master uploaded on MMD, Mumbai website ([www.mmd.gov.in](http://www.mmd.gov.in)).
- 5) Candidates to send the duly filled up form along with the relevant documents as per the checklist to following address:

MERCANTILE MARINE DEPARTMENT,  
1<sup>ST</sup> FLOOR, NAV BHAVAN BUILDING, 10 R.K. MARG, BALLARD ESTATE, MUMBAI – 400001.

Form should reach MMD, Mumbai 10 days before the commencement of the examination.

- 6) The candidates will be informed by e-mail regarding approval of assessment. E-mail updated on form 29 by the candidate should be active.
- 7) Once the candidate receives the e-mail for Approval of Assessment, the candidate can book the seat for the examination after payment of fees of Rs. 8000/- per Semester in Bharatkosh.
- 8) There are 3 paper per semester. The candidate should book for all 3 papers for his first attempt in all 3 semester.
- 9) The receipt of Bharatkosh to be sent by email to MMD, Mumbai ([examn.mum-mmd@gov.in](mailto:examn.mum-mmd@gov.in)) at least 5 days before the examination.
- 10) Admit cards will be scanned and forwarded by email to the candidates. The original Admit cards will be issued to the candidates on the day of the examination.
- 11) The candidates should report at the Examination Centre, Nav Bhavan Bldg., MMD, Mumbai on the day of examination as per the schedule.
- 12) The candidate should bring original CDC / CoC / Passport for verification on the day of the examination.



# FORM 29

(See Rule 72)

## GOVERNMENT OF INDIA MINISTRY OF SURFACE TRANSPORT DIRECTORATE GENERAL OF SHIPPING

Application for Examination and Assessment for certificates under Merchant Shipping (Standards of Training, Certification and Watch-keeping for Seafarers)

Application No. :

Received Date :

A. Grade of Examination :

Place of Examination :

1. Full Name  
(Block letters)
2. Permanent Address
3. Present Address
4. Telephone Number  
(with STD Code)
5. Nationality  
(Proof to be produced)
6. Passport Number
7. Date and Place of Issue
8. Continuous Discharge  
Certificate (C.D.C)  
Number
9. Date and Place of Issue
10. Date of Birth  
(Proof to be produced)
11. Place of Birth
12. Personal Identification  
marks
13. INDoS No
14. Email Id

Note : Any Person who makes, causes to be made or assists in making any false representation for the purpose of obtaining for himself /

### B. DETAILS OF SCHOLASTIC EDUCATION : (Separate sheets must be attached)

1. Scholastic Education Level :
2. Principal Subjects :
3. Year of Passing :
4. School/College/ Board :
5. Address of the Institution :

**C..DETAILS OF PRE-SEA TRAINING / MARINE ENGINEERING WORKSHOP :**  
**(Separate sheet must be attached )**

1. Training Institute
2. Address of the Institution
  
3. Attended From
4. Result
5. Courses Attended

**D1. DETAILS OF SEA-GOING SERVICE (FOR DECK DEPARTMENT PERSONNEL) :**

| Name of Ship | Type | Gross Tonnage | Port of Registry/<br>Official Number | Trade:<br>NCV/ FG/<br>Coastal | Rank | From | To | Period |      | Remarks |
|--------------|------|---------------|--------------------------------------|-------------------------------|------|------|----|--------|------|---------|
|              |      |               |                                      |                               |      |      |    | Months | Days |         |
|              |      |               |                                      |                               |      |      |    |        |      |         |
|              |      |               |                                      |                               |      |      |    |        |      |         |
|              |      |               |                                      |                               |      |      |    |        |      |         |
|              |      |               |                                      |                               |      |      |    |        |      |         |

**E-1 REPORT ON STRUCTURED ON-BOARD TRAINING :**

| Phase No | Date Of | Name of Master | Details Of Certificate Of Competency |
|----------|---------|----------------|--------------------------------------|
|          |         |                |                                      |

**E-2 REPORT OF DESIGNATED COMPANY TRAINING OFFICER :**

Signature :

Name :

Certificate No. :

**E-3 REPORT OF HEAD OF ASSESSMENT CENTRE :**

Signature :

Name :

Official Stamp :

**F. REPORT OF ASSESSMENT CENTRE :**

POST-SEA APPROVED EDUCATION AND TRAINING AT APPROVED INSTITUTION LEVEL  
 2M(Operational)/1M&M(Management)

| Function /Part | Institution | From | To | Remarks |
|----------------|-------------|------|----|---------|
|----------------|-------------|------|----|---------|

**F-2 REMARKS OF HEAD OF ASSESSMENT CENTRE :**

ELIGIBILITY FOR OPERATIONAL/MANAGEMENT LEVEL(Phase I & II)  
 ELIGIBILITY FOR WRITTEN FUNCTION EXTRA MASTER

Signature :

Name :

Official Stamp :

**G. PARTICULARS OF STCW CONVENTIONS MODULAR COURSES (POST-SEA) :**

| Sr. No. | Courses | STCW Reg./<br>STCW Code No. | Cert No. | Approved Institution | Period |    | Validity |
|---------|---------|-----------------------------|----------|----------------------|--------|----|----------|
|         |         |                             |          |                      | From   | To |          |
|         |         |                             |          |                      |        |    |          |

**H. PREVIOUS CERTIFICATE ( Issued in India or elsewhere, If none state so) :**

| Number | Certificate Details | Class /Grade | Place & date of Examination |            | If any time suspended or cancelled, state |      |       |
|--------|---------------------|--------------|-----------------------------|------------|---|------|-------|
|        |                     |              | Examination                 | Issue Date | Court of Authority                        | Date | Cause |
|        |                     |              |                             |            |   |      |       |

**I. DECLARATION TO BE MADE BY THE CANDIDATE :**

I hereby declare that the particulars contained in the form are correct and true to the best of my knowledge and belief and that the papers enumerated and sent with this form are true and genuine documents given and signed by the person whose name appears on them. I further declare that Section D contains a true and correct account of my sea-going service without exception and I make this declaration conscientiously believing the

The above declaration was signed in my presence.

Signature of the candidate

Examiner of Masters and Mates  
Mercantile Marine Department.....District

**J. REQUEST FOR ALLOTMENT OF SEATS FOR EXAMINATION :**

**K 1. Sight Test :Date of Examination : \_\_\_\_\_Result \_\_\_\_\_Signature of Examiner**

**K 2. RESULT OF EXAMINATION :( for official purpose only) :**

**L. REPORT OF EXAMINATION CENTRE**

1. I hereby certify that \_\_\_\_\_has satisfactory produced testimonials and proof of sea-going service/watch keeping service/approved workshop training as required for the grade.
2. The candidate complies with the examination of the Merchant Shipping Standards (Standards of Training Certification and Watch-keeping for Seafarers) Rules, 1998 for the grade of Extra Master of a Foreign Going ship
3. The candidate has passed his examinations for the functions as under :

| Phase | Level | Function |                  |      |               |
|-------|-------|----------|------------------|------|---------------|
|       |       | Written  | Written Examiner | Oral | Oral Examiner |
|       |       |          |                  |      |               |

**M. FOR THE CHIEF EXAMINER OF MASTERS AND MASTES**

1. I hereby certify that \_\_\_\_\_ has satisfactory produced his testimonials and proof of Sea-going Service/Watch Keeping Service.
  
2. The candidate complies with the Merchant Shipping (Standards of Training Certification and Watch-keeping for Seafarers) Rules, 1998 for the grade of Extra Master of a Foreign Going ship
  
3. The candidate has passed the examination of the functions as under :

| Phase | Level | Function |      | Sign. of Examiner with Remarks |
|-------|-------|----------|------|--------------------------------|
|       |       | Written  | Oral |                                |
|       |       |          |      |                                |

The candidate meets the requirements be eligible to be issued the Certificate of Competency as .....  
 provisional certificate issued No..... on.....

Examiner of Masters and Mates  
 Mercantile Marine Department

**N. FINAL ASSESSMENT PRIOR CERTIFICATION**

|                                  |  |
|----------------------------------|--|
| Medical                          |  |
| Pre-Sea Training                 |  |
| Structured on Board Training     |  |
| Sea-Service Requirement          |  |
| Written Examination (Assessment) |  |
| Oral Assessment                  |  |
| Modular Courses                  |  |
| Eligibility                      |  |

Certificate for Competency \_\_\_\_\_ as recommended by Mercantile Marine Department may be issued.

Assessor at Directorate General of Shipping for Masters and Mates.

Remarks \_\_\_\_\_

Chief Examiner  
 (Masters and Mates)

**EXTRA MASTER (FG) CHECK LIST**  
**MERCANTILE MARINE DEPARTMENT, MUMBAI**  
**DOCUMENTS TO BE SUBMITTED FOR ASSESSMENT OF ELIGIBILITY**

NAME:- \_\_\_\_\_ INDoS No \_\_\_\_\_

| SR. NO. | PARTICULARS  | ENCLOSED PHOTOCOPY YES/NO/NA | ORIGINAL VERIFIED BY THE PRINCIPAL YES/NO/NA |
|---------|--|------------------------------|--|
| 1       | Form 29 - Print out of application (Available on MMD's website www.mmd.gov.in) |                              |  |
| 2       | Assessment payment receipt of Bharat Kosh (Rs. 3000/-)                         |                              |  |
| 3       | CDC relevant pages copies  |                              |  |
| 4       | Passport relevant pages copies   |                              |  |
| 5       | Master F.G. COC (issue by Government of India) copy                            |                              |  |
| 6       | Two passport size photographs on white background                              |                              |  |

Candidate's Signature: \_\_\_\_\_