

STANDARD OPERATING PROCEDURE FOR EXTRA MASTER

- 1) Candidate to download Form 29 from the website of MMD, Mumbai (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).
- 5) Candidates to send the duly filled up form along with the relevant documents as per the checklist to following address:

MERCANTILE MARINE DEPARTMENT,
1ST 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. 4000/- (per Part) in Bharatkosh.
- 8) There are 3 papers per Part. The candidate should book for all 3 papers for his first attempt in all 3 Parts.
- 9) The receipt of Bharatkosh to be sent by email to MMD, Mumbai (examn.mum-mmd@gov.in) at least 5 days before the examination.
- 10) 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.