Mercantile Marine Department, Mumbai

Following are the steps to be followed by Engineering & Nautical section candidates towards payment in **Bharatkosh.gov.in**. (only for those candidates who are not having options of concerned work under DG Shipping e-governance & e-pariksha, mostly NCV's grade candidates assessment, seat booking, issuance of COC's).

There is no any changes for the candidates applying in e-governance & e-pariksha.

Payments to be made as per the following procedure and if any doubt please contact concerned section to avoid mistake. Engineering Section:- exame.mum-mmd@gov.in , exame.noida-mmd@gov.in

Nautical Section :- examn.mum-mmd@gov.in , mmdnoida-exam-ship@gov.in

•The users can click on Login (if already registered) or Non-registered users available at the Bharatkosh home page.

• https://bharatkosh.gov.in/

•Select depositors category as applicable

- Users will have to click on "Purpose" button, a dialogue box will appear containing different types of Purpose / subject.
- Users will have to select ministry "SHIPPING" from the drop down and click on search.

•One of the following purposes to be selected by the users as per their request :-

   a) Certificate of Competency (COC)
   b) Examination Assessment
   c) Examination Seat booking

•After selecting purpose page will be autofilled.

•Users will have to be very cautious while selecting following:-

     a) ***Pay & Account Office (PAO) :- 088400 – PAO (Shipping), Mumbai from drop down.***
     b) ***Drawing & Disbursing Office (DDO):- 234304 – P. O. MMD, Mumbai***

- **Payment made under other than above indicated PAO's & DDO's will not be accepted by this Department.**

- Enter the amount as applicable for the related work / certification.
- Users will enter description of work / certification for which payment is being made in the "Remarks" box.

- Users will Click on "ADD" button after filling Captcha.

- Users may click on Add button to add another purpose or move to "NEXT" button to proceed with next steps. Upon click Next users will navigated to Depositor details page.

- Users will enter his/her details at the Depositor's details page and after selecting payment mode click on "NEXT" button.
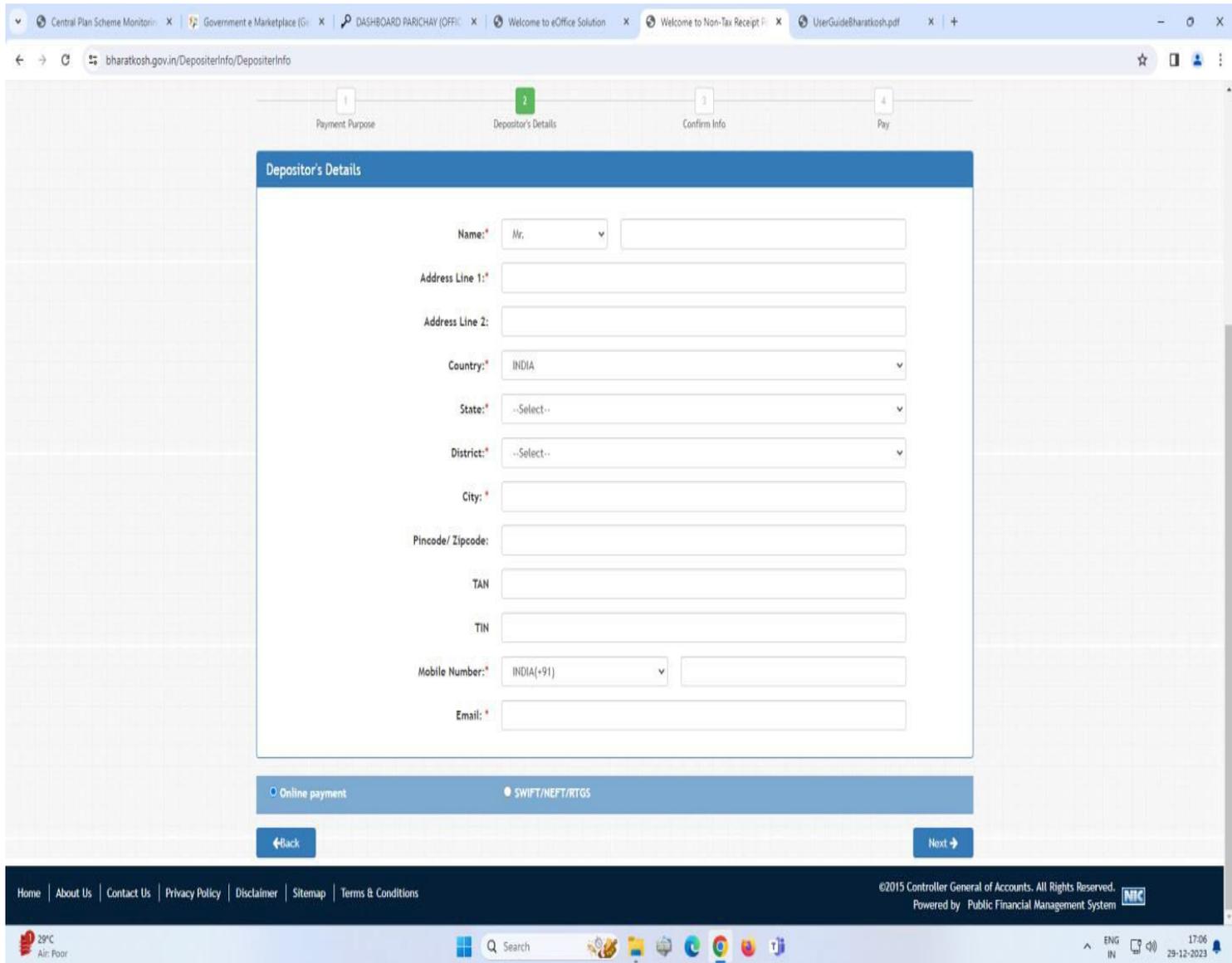
- Users will have to click on "Confirm" button to confirm the information entered by the users.

- After clicking on "Confirm" button, he/she will be navigated to Payment page.

- At last proceed with the payment channels displayed on the payment page as per users payment type
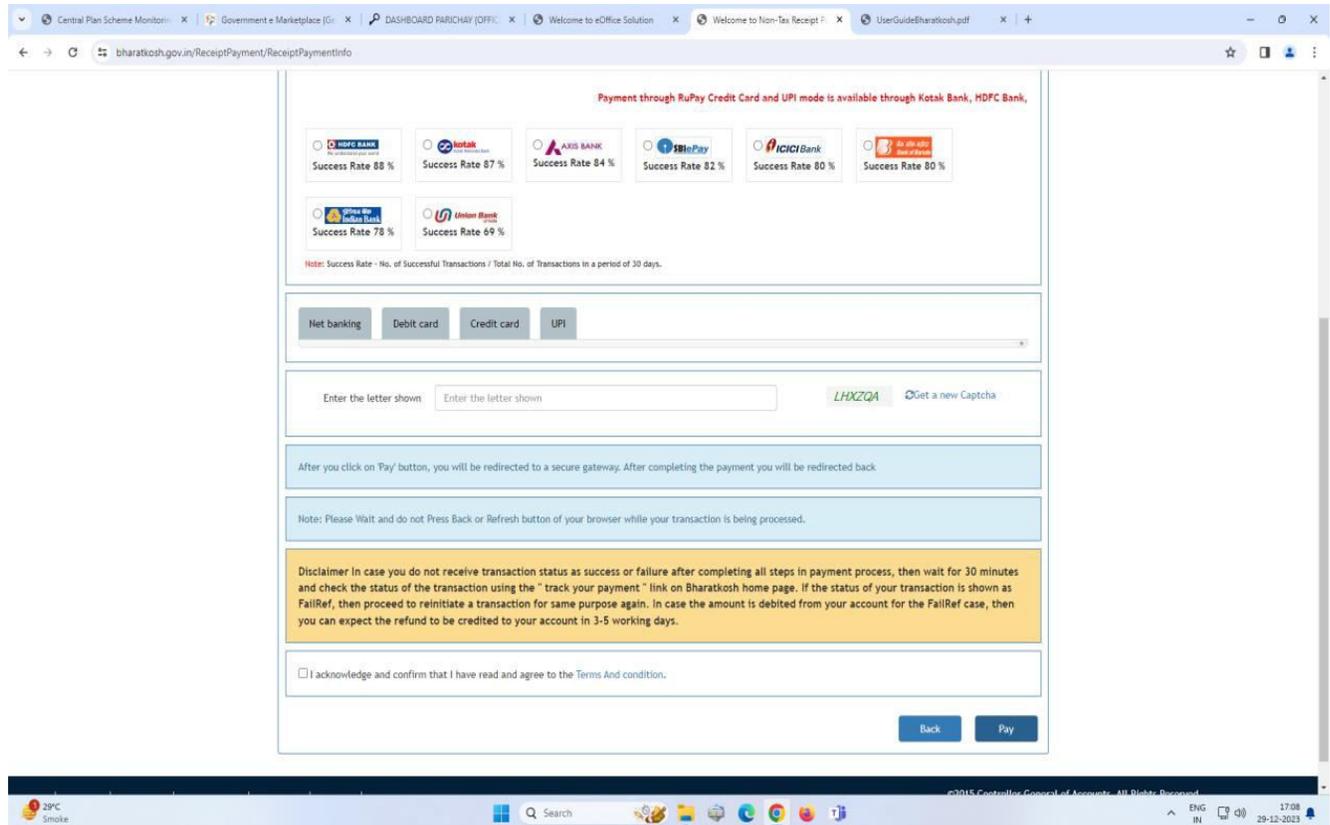
- If payment is successfully received by the bank, users will be redirected to Bharatkosh portal at the success page.

- Users required to print payment **receipt** & **challan** and same to be attached with the applications being submitted in the department.

- If payment got stucked and users not received message of successful or unsuccessful, at that time users need to wait for some days and avoid repeating payment.

- Users will go ahead for next payment only after confirmation from Bharatkosh regarding failure of the previous payment.

- Also be guided by the User guide available at the bharatkosh.

Payment towards issuance of IGF, ETR, duplicate cert., HV removal, Certificate of Endorsement etc. whose exact purpose / subject not available in bharatkosh - Users will be required to select **"Examination Fee payable to PAO (Shipping), Mumbai – Payment to MMD, Mumbai"** from purpose and other procedure will remain same as above.