



PAKISTAN MARINE ACADEMY
Hawks Bay Road, Mauripur
KARACHI – 75780
Ph: 021-99241201-5
Fax: 021-99241206

No. PMA/NE/ 60th Batch/2021

CNIC No. _____

Roll No: _____

Name: _____

02 February 2022

WELCOME TO 60TH BATCH OF PAKISTAN MARINE ACADEMY AS TRAINEE CADET

1. **“HEARTIEST CONGRATULATIONS”**; I am pleased to inform you that you have been **provisionally selected** to join Pakistan Marine Academy, Karachi, as Trainee Cadet in 60th Batch.
2. Confirmation of your final selection is subject to completion of following joining formalities; in addition, you may also download ‘**Joining Instructions**’ from PMA’s website:
<http://www.marineacademy.edu.pk>:

<u>S No.</u>	<u>Requirement</u>	<u>Annex</u>	<u>Due Date</u>
a.	Acknowledgement	Annex ‘A’	10 th Feb 22
b.	Admission/Joining Form	Annex ‘B’	10 th Feb 22
c.	Deed of Agreement	Annex ‘C’	10 th Feb 22
d.	1 st Semester Fees	Annex ‘D’	10 th Feb 22
e.	Final Medical Check-up at MMD Karachi	Under arrangements of PMA	One week after Joining

3. You are directed to report Pakistan Marine Academy, Karachi, at **0900 hrs on Monday, 14th February 2022**. A comprehensive orientation programme is planned on the same day. Therefore, you are advised to report in time; program of the day is enclosed.
4. In case, non-receipt of ‘Acknowledgement’, ‘Joining Form’ and 1st Semester Fees’, by due date (as per para 2 above), your selection will be cancelled and the seat may be offered to next candidate on waiting list.

With regards & best wishes


RIZWAN ALI MUNAWAR SI(M)
Commodore
Commandant



ORIENTATION PROGRAMME FOR CADETS OF 60TH BATCH

MONDAY 14th FEBRUARY 2022

<u>Time</u>	<u>Activities</u>
0930	Arrival of Cadets.
0945	Joining formalities (collection of documents etc).
1130	Cadets and Parents to be seated in Auditorium.
1135	Tilawat
1140	Welcome Address by the Commandant PMA.
1145	PMA Presentation.
1200	Briefing by Senior Nautical Instructor about Nautical Branch.
1215	Briefing by Senior Engineering Instructor about Engineering Branch.
1230	Refreshments; Cadets walk round of the Academy with DOs and ADOs.
1330	Parents/Guardians depart at their convenience.



ANNEX 'A' to PMA
Letter No. PMA/NE/60th Batch
Dated 02 February 2022

ACKNOWLEDGEMENT/CONFIRMATION OF JOINING AS TRAINEE CADETIN 60TH
BATCH OF PAKISTAN MARINE ACADEMY, KARACHI ON 14 FEBRUARY 2022

1. I, _____ Son of _____

CNIC No. _____ Roll No. _____, do hereby

acknowledge that I have received, read and understood "**Provisional selection letter and Joining Instructions**"; and that, I am willing to join Pakistan Marine Academy on 14th February 2022, as Trainee Cadet in 60th Batch. I will complete all formal joining requirements along with submission of 1st Semester fees, as per time-line mentioned in provisional selection letter.

2. My choice of Branch is _____ (Nautical / Engineering);

however, I also acknowledge that final Branch allocation by Pakistan Marine Academy will be acceptable to me.

Signatures:	
Name:	
CNIC No:	
Father/Guardian Name:	
Father/Guardian CNIC No:	
Date:	



**INSTRUCTIONS FOR FILLING-OUT ADMISSION/JOINING FORM FOR UNDERTAKING
COURSE OF STUDIES IN ASSOCIATE DEGREE PROGRAM (NAUTICAL/ENGINEERING)
IN 60TH BATCH OF PAKISTAN MARINE ACADEMY**

1. Provisional selection is essentially based on defined merit. However, final selection will be made on the basis of information provided in this form and completion of requirements as enumerated in 'Provisional Selection Letter'.

Providing False Information.

2. Providing false or incomplete information or if any desired information is withheld intentionally, may result in one or all of the following:

- Cancellation of admission.
- Termination from PMA.
- Initiation of criminal proceedings.

Instructions for Filling-out Form.

3. Before you start filling 'Admission/Joining Form', read and understand the instructions carefully.

4. No information required in this form is to be left unanswered and no information is to be intentionally withheld; failing which may lead to disciplinary actions as stated above.

5. In case of any query or doubt about filling-out the form, please contact Admission Office, PMA.

6. Following are few basic guidelines for filling-up the form:

- Read the application form carefully
- Make a photocopy of the application form.
- Fill in the form using black ball point pen and write in CAPITAL letters.
- Answer all questions. Those not applicable should be marked "NA (Not Applicable)".
- Complete the photo copy form and make sure that every entry is correct and final.
- Copy all information from photocopied form to the original form.
- Furnish factual, comprehensive and authentic information in the form.
- Extra sheets may be attached with the form for additional information or where columns are not sufficient, referring the respective Para No.
- Parents/guardian may be consulted for guidance.
- Ensure that you have attached all the required documents by putting a tick mark in attached checklist.
- Forward duly completed application form, so as to receive at PMA by due date.

Application Form Check-off List

S.No	Description	Tick the relevant
1.	Copies of Computerized NIC	
	<ul style="list-style-type: none"> • Self (Original also) 	
	<ul style="list-style-type: none"> • Father 	
	<ul style="list-style-type: none"> • Mother 	
	<ul style="list-style-type: none"> • Guardian 	
2.	Copy of Domicile	
3.	Copy of Family Registration Certificate(FRC) from NADRA	
4.	Copies of NTN Certificate of (if applicable):	
	<ul style="list-style-type: none"> • Self 	
	<ul style="list-style-type: none"> • Father 	
	<ul style="list-style-type: none"> • Mother 	
	<ul style="list-style-type: none"> • Guardian 	
5.	Copies of last month utility bills	
	<ul style="list-style-type: none"> • Electricity 	
	<ul style="list-style-type: none"> • Gas 	
	<ul style="list-style-type: none"> • Telephone 	
6.	<ul style="list-style-type: none"> • Certificate of vaccination of Hepatitis-B Typhoid and Polio • Covid-19 Test Report (PCR) at least 5 days before joining. 	
7.	Following Original Documents to be brought on Joining:	
	<ul style="list-style-type: none"> • SSC (Matric) Certificate or equivalent. • HSSC (F.Sc) Certificate or equivalent. • Original CNIC/B.Form • Migration Certificate in the name of 'NED University of Engineering and Technology, Karachi'. • Covid-19 Vaccination Card 	



ADMISSION/JOINING FORM

FOR UNDERTAKING COURSE OF STUDIES IN ASSOCIATE DEGREE PROGRAM (NAUTICAL/ENGINEERING) IN 60TH BATCH OF PAKISTAN MARINE ACADEMY

FOR OFFICE USE AT PMA ONLY

<u>FOR OFFICE USE AT PMA ONLY</u>	
BATCH No.	
ACADEMY No.	
JOINING DATE.	
BRANCH ALLOCATED.	

Paste 2 x 2 inch Photograph
with Blue background
(enclose 06 additional
photos with names and
CNIC on back sides)
(One attested front and 5
attested on back side)

PART – 1

PERSONAL INFORMATION

IMPORTANT:

- *BEFORE you start filling this form, carefully read the instructions.*
- *Information, as required by this form, should not be intentionally withheld; failing which may lead to a disciplinary action.*
- *In case of any query or any doubt, contact CEO office or respective Divisional officer at PMA.*
- *You may attach extra sheets, refereeing relevant para number.*

1.	Cadet's Name	
2.	Roll No	
3.	CNIC No.	
4.	Date of Birth	
5.	Domicile(with date)	
6.	Religion	

7.	Permanent Address:		
House No.(If any)		Road/Street:	
Mohalla/Sector/ Phase		Village:	
Identifying landmark near home location		Police Station:	
Tehsil		District:	
Province		Post Code:	

8.	Present Address:		
House No.(If any)		Road/Street:	
Mohalla/Sector/ Phase		Village:	
Identifying landmark(s) near home location		Police Station:	
Tehsil		District:	
Province		Post Code:	

9.	Contact Information:	
Residential Landline Nos (with area code)		
Office / Work Place of Parents/Guardians		
Cell No(s)		
E-mails:		

PART – 2

FAMILY PARTICULARS

11. Give full details of following family members:

Father's Name:			
CNIC No.			
Professional Status (Employed/Retired/Business Owner)			
Occupation Type:			
Telephone No:	Office:		Residence:
	Mobile Nos:		
Email Addresses:			
Father Bank Account No.			

Mother's Name:			
CNIC No:			
Professional Status (Employed/Retired/Business Owner):			
Occupation Type:			
Telephone No:	Office:		Residence:
	Mobile Nos:		
Email Addresses:			

12. Guardian or any other sponsoring person:

Name and Relation:			
CNIC No:			
Professional Status (Employed/Retired/Business Owner):			
Occupation Type:			
Telephone No:	Office:		Residence:
	Mobile Nos:		
Email Addresses:			

PART - 3

UNDERTAKING

I _____ son of _____ solemnly affirm that the information given in this Application form is true and correct to the best of my knowledge and belief. Moreover, I certify that I have completed the “**Admission/Joining Form**”, correctly and that no information asked therein has been withheld. I do acknowledge the consequences of the intentional concealing of information, provision of inaccurate, irrelevant or outdated data or inclusion of misleading particulars, under the law. I fully understand that my false statement or material omission/suppression of any fact shall render me liable to disciplinary action(s).

2. Ministry of Maritime Affairs / Director General Ports & Shipping office / Pakistan Marine Academy reserves the right to use information given in this application form for verification and other purposes.

Signatures: _____

Name: _____

CNIC No: _____

Father/Guardian Name: _____

Father/Guardian CNIC No: _____

Date: _____

Right Thumb Impression of the applicant	Left Thumb Impression of the applicant

PART - 4

COUNTERSIGNED BY FATHER/MOTHER/GUARDIAN

I. _____ Son of _____
CNIC No. _____ certify that the particulars/information
provided by:

Name: _____, **CNIC No:** _____

is correct, current and as per the requirement of the application form. I also certify that no information has been intentionally withheld by the form filler. If any information given in this application is found incorrect PMA has the rights to cancel the admission.

Signatures: _____

Name: _____

CNIC No: _____

**Relationship with
the applicant** _____

Right Thumb Impression of the applicant	Left Thumb Impression of the applicant



DEED OF AGREEMENT FOR JOINING AS TRAINEE CADET
IN 60TH BATCH OF PAKISTAN MARINE ACADEMY, KARACHI

SPECIMEN

Each Page must be executed on Stamp Paper; other papers not acceptable.
Type on one side of paper only.
This Affidavit needs to be submitted with admission/joining form

Deed of Agreement
For Undertaking Course of Studies in Associate Degree Program (Nautical/Engineering)
at Pakistan Marine Academy
In 60th Batch

Cadet's Name:		Roll No:	
NIC No:		Batch No:	
Branch:		Domicile:	
Father's Name:		Father's NIC No:	

Hereby called the Trainee Cadet has been selected by Pakistan Marine Academy (PMA) for admission/undertaking Course of Studies in two years Associate Degree Program (Nautical/Engineering) at Pakistan Marine Academy, Karachi, as part of 60th Batch. The selected Trainee Cadet has agreed to accept the admission/joining of Pakistan Marine Academy, Karachi, on the terms and conditions governing the admission/joining/training of Pakistan Marine Academy and as well of NED University of Engineering and Technology, Karachi, with whom PMA is affiliated for award of Associate Degree in Marine Engineering and Associate Degree in Ship Management (Nautical).

Now this deed witnesses as under:

- a. The Associate Degree in Marine Engineering or Associate Degree in Ship Management (Nautical) and certificates of mandatory pre-sea certified courses shall be awarded/given subject to the complete adherence to all rules and regulations governing the education-cum-training program as well as satisfactory performance in the authorized studies/discipline/degree programme.
- b. The Cadet shall not change the specified discipline/course of studies nor register himself for any other course or program/University/Institute without prior approval of PMA.
- c. In case of selection at any other institute, the Cadet will immediately report the same to the CEO office of PMA for seeking NOC.
- d. In case the scholar fails to qualify the course / degree for which he was given admission, the Academy reserves the right to terminate or relegate him, depending on the rules & regulations in vogue.
- e. The Cadet will be terminated/relegated, as per the graveness of offence(s) related to

following cases:

- (1) Violation of State's laws/rules or committing any cognizable offence;
- (2) Any act, omission or offence, which is contrary to Pakistan Penal Code;
- (3) Involvement in any anti-State activity, directly or indirectly;
- (4) Direct or indirect involvement in any immoral activity;
- (5) Any other activity which is an unbecoming of a civilized citizen of Pakistan;
- (6) If fails to obey or act in accordance with PMA's Cadets Discipline and General Order;
- (7) Abusive use of internet technology including social media or through any other means.
- (8) Providing false information during/after admission or while filling-out the forms/documents;
- (9) Use of unfair means or found cheating during test/quizzes/examinations or assignments;
- (10) Violation of PMA rules, damaging government/institute property;
- (11) Misbehavior with instructor or Staff or Colleagues or any other related disciplinary act;
- (12) In possession of or using banned/prohibited narcotic drugs; or involvement in any such related activity, directly or indirectly;
- (13) Maintaining less than cumulative GPA of 2.0., in any semester;
- (14) Maintaining less than class attendance of 90%;
- (15) If found Absent without permission/leave from PMA over 3 days.

f. I shall always speak the truth and will not hide any information which comes to my knowledge. I shall pay all expenses / fees / Training Charges / fines in time.

g. I know that during studies I may be expelled from the Academy on failure in academics, lack of progress in academics and on poor discipline & conduct. In this case, I will lose admission in the Academy and will not be allowed to continue studies in the Academy.

h. I shall always refrain from any political / sectarian/ ethnic / racial / immoral / cheating / mutiny/drinking alcohol / fighting etc. activities at PMA.

i. During the course of studies, I shall abide by the Cadets Discipline & General Order, Rules & Regulations, Standing Orders & Procedures and Instructions issued from time to time, in true letter and spirit. If I am found guilty of an act which is forbidden by PMA authorities. I will be liable for expulsion from the Academy.

j. If I am awarded any punishment / fine including expulsion from Academy on academic or disciplinary grounds, I will be bound to follow / observe that punishment whole heartedly and that will be without right of appeal in any court of law.

k. If I come across certain information of classified nature, which is not to be disclosed to anyone; I shall not pass on any such information. I know that I have to guard all the classified information and it may lead to penalties for disclosing State secrets.

l. I shall not indemnify Pakistan Marine Academy for any loss/damage or injury caused or liability incurred to me due to any reason or cause.

AND THE SELECTED CADET FURTHER COVENANTS, that in case of breach of any of the

rules, regulations, terms and conditions those governing award of Associate degree and / or his failure as directed by PMA, the decision made by Pakistan Marine Academy shall be final and conclusive.

IN WITNESS WHEREOF, the parties aforementioned have signed this deed in token of acceptance thereof.

DATE: _____

Signature of Cadet _____

Name: _____

CNIC No. _____

DATE: _____

Signature of Parent _____

/Guarantor

Name: _____

CNIC No. _____

Signature of _____

Witness No. 1 _____

Name: _____

CNIC No. _____

Signature of _____

Witness No. 2 _____

Name: _____

CNIC No. _____



ANNEX 'D' to PMA
Letter No. PMA/NE/60th Batch
Dated January 2022

TRAINING CHARGES

Submission of **(PO/DD of Rs. 133,230/-)** in the favor of Pakistan Marine Academy Karachi, National Bank of Pakistan, Marine Academy Branch Code-0239 (NTN # 9010261-1) as admission & first term dues latest by **10th February 2022**. Cash of Rupees 43,500/- at time of Joining.

Summary of Training Charges

Charges to be paid at the time of Admission (One time)

S.No.	Description	Amount
1	Admission Fee	6,000
2	Caution Money (Non Refundable)	2,400
3	Enrolment Fee & Verification Charges	8,500
4	Library, Subscription & Transport Charges	1,680
5	Security Deposit (Refundable)	6,000
	Total	24,580

Charges to be paid on Semester basis

S NO	Description	Spring 2022 Feb- Jun	Fall 2022 Jun-Dec	Spring 2023 Jan -Jun	Fall 2023 Jun-Dec
1	Tuition Fee	5,000	5,000	5,000	5,000
2	Lodging charges	4,000	4,000	4,000	4,000
3	Boarding Charges	63,500	63,500	63,500	63,500
4	Development Fund	8,000	8,000	8,000	8,000
5	Laundry Charges	4,600	4,600	4,600	4,600
6	Barber Charges	1,550	1,550	1,550	1,550
7	Stationary Charges	-	-	3500	3500
8	Examination Charges	3,000	3,000	3,000	3,000
9	Maintenance, Utilities & Services Charges	15,000	15,000	15,000	15,000
10	Amenity Charges	2,000	2,000	2,000	2,000
11	Health Charges	2,000	2,000	2,000	2,000
	TOTAL	108650/-	108650/-	112150/-	112150/-

Other Charges (Cash)

S.No.	Description	Spring 2022 Feb- Jun	Spring 2023 Feb- Jun
1	Uniform Charges	18,500/-	18,500/-
2	Professional & Academic books charges (one time only)	15000/-	-----
3	Stationary Charges	10000/-	-----
	Total	43500/-	



HEPATITIS "B" & TYPHOID VACCINE CERTIFICATE

Hospital Name: _____

HEPATITIS "B"

I have completed/ in process the hepatitis "B" vaccination series.

Batch/ Serial of Vaccination No. _____

Date of Vaccination: _____

TYPHOID

I have completed Typhoid vaccination series.

Batch/ Serial of Vaccination No. _____

Batch / Serial of Vaccination No. _____

Date of Vaccination. _____

POLIO

I have completed POLIO vaccination.

It is certified that _____ S/O _____

Having CNIC No: _____ Academic Roll No. _____ Vaccinated as per

Medical Officer

Name: _____

Dated: _____

Stamp & Designation

PAKISTAN MARINE ACADEMY
Hawksbay Road Mauripur
KARACHI-75780
Ph: (021) 99241201-5
Fax: (021) 99241206

POLICE VERIFICATION CERTIFICATE

Police Station Name: _____

Dated: _____



This is certify that Mr. _____

Son of Mr. _____

Contact No. _____

Resident of _____

Bears good moral character. He belongs to a respectable family. There is nothing adverse against him on the local **Police Station record**.

His particulars are as under.

1. Place of Birth: _____
2. Date of Birth: _____
3. CNIC No: _____
4. Thumb impression: _____

STATION HOUSE OF POLICE



PAKISTAN MARINE ACADEMY
Hawksbay Road Mauripur
KARACHI-75780
Ph: (021) 99241201-5
Fax: (021) 99241206

CLOTHING & BEDDING ITEMS BE BROUGHT BY THE CANDIDATES

Sr No.	Items	Quantity
1	Blankets	01
2	Towels (White)	03
3	Shalwar Kameez	04
4	Dress Paint Shirts & Ties	04
5	White P.T T-shirt Sports (Half & Full)	02 each
6	White P.T Sports Trousers (Shorts & Full)	02 each
7	Joggers Shoes (White)	02 Pair
8	Undergarments	04
9	Shoes & Peshwari Chapal (Black)	01 Pair each
10	Shaving Kit	1
11	Handkerchief (White)	06
12	Socks (White)	3
13	Bed Sheet (White)	2
14	Pillows & White Cover	2