



PAKISTAN MARINE ACADEMY

HAWKS BAY ROAD, MAURIPUR, KARACHI-75780

PHONE: 99241201-5, FAX: 99241206

No. PMA/NE/ 64thBatch/2025/1098

CNIC No: _____

Roll No: _____

Name: _____

ff December 2025

JOINING LETTER – 64th BATCH OF PAKISTAN MARINE ACADEMY

1. I am pleased to inform you that you have been **provisionally selected** to join Pakistan Marine Academy, as Trainee Cadet in 64th Batch for 02 x years residential training. Confirmation of your final selection is subject to completion of following joining formalities:

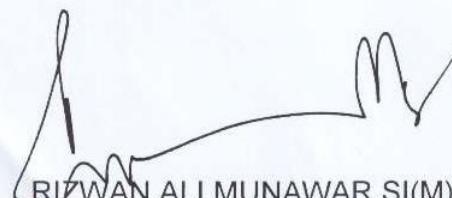
S No	Requirement	Detail	Due Date
a.	1 st Semester Fees	Details at Annex 'A'	25 th Dec 25
b.	Clothing & Bedding Items	Details at Annex 'B'	1 st Jan 26
c.	Undertaking	As per Annex 'C'	25 th Dec 25
d.	Acknowledgement	As per Annex 'D'	25 th Dec 25
e.	Police Verification	As per Annex 'E'	1 st Jan 26
f.	Hepatitis "B" & Typhoid Vaccine Certificate	As per Annex 'F'	1 st Jan 26
g.	Bio Data Form	As per Annex 'G'	1 st Jan 26
h.	Admission/Joining Form	As per Annex 'H'	1 st Jan 26
j.	Deed of Agreement	As per Annex 'J'	1 st Jan 26
k.	Final Medical Check-up at MMD Karachi	Under arrangements PMA	Within One week after Joining

2. You may also download the **Joining Instructions**, containing the above mentioned Annexes, from PMA website: <http://www.marineacademy.edu.pk>

3. You are required to report Pakistan Marine Academy, Karachi, at **0900 hrs on Thursday, 1st January 2026**. A comprehensive orientation program 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 Form, Joining Form and 1st Semester Fees, by due date (as per Para 1 above), your selection will be cancelled. In this regard no request will be entertained.

With regards & best wishes


RIZWAN ALI MUNAWAR SI(M)
Commodore
Commandant

ORIENTATION PROGRAMME FOR CADETS OF 64thBATCH

THRUSDAY, 01 JANUARY 2026

<u>Time</u>	<u>Activities</u>
0930	Arrival of Cadets
0945	Joining Formalities (Collection of Documents)
1000	Parents to be seated in Auditorium
1130	Cadets to be seated in Auditorium
1135	Tilawat
1145	PMA Presentation by CEO
1200	Presentation on Cadet Discipline by CAO
1220	Briefing by Senior Nautical Instructor about Nautical Branch
1235	Briefing by Senior Engineering Instructor about Engineering Branch
1245	Closing Remarks by Commandant/Dy. Commandant
1300	Lunch/ Refreshments for Parents at Officer Club
1330	Parents/Guardians depart at their convenience

Note:

1. Selected Candidates are directed to submit their PO/DD Amounting Rs. 159,000/- (PO/DD from all Banks is acceptable) in the favor of Pakistan Marine Academy Karachi, National Bank of Pakistan PMA Branch Code-0239 (NTN # 9010261-1) as an Admission & First Semester fees till **25th December 2025**.

2. OTHER CHARGES

Bring 1st semester charges on 1st January 2026. The semester wise charges to be paid in cash, the details are as under:

S.No.	Description	1st Semester	2nd Semester	3rd Semester	4th Semester
1.	Professional & Academic Books Charges	20,000/-	NIL	NIL	NIL
2.	Uniform Charges	22,000/-	22,000/-	NIL	NIL
3.	Stationary Charges	18000/-	NIL	NIL	NIL
4.	Laundry Charges	7800/-	7800/-	7800/-	7800/-
5.	Barber Charges	1550/-	1550/-	1550/-	1550/-
Total Amount in Cash		Rs.69,350	31,350/-	9,350/-	9,350/-

Joining Form Check-off List

S.No	Description	Tick the relevant
1.	Copies of Computerized NIC	
	<ul style="list-style-type: none"> • Self (Original) • Form B 	
	<ul style="list-style-type: none"> • Father 	
	<ul style="list-style-type: none"> • Mother 	
	<ul style="list-style-type: none"> • Guardian (In case Parents are not alive) 	
2.	Copy of Domicile	
3.	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 	
	<ul style="list-style-type: none"> • 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 	
4.	<ul style="list-style-type: none"> • Certificate of vaccination of Hepatitis B; Typhoid and Polio 	
5.	Following Original Documents to be brought on the day of Joining:	
	<ul style="list-style-type: none"> • SSC(Metric) Mark sheet & Certificate or equivalent. • HSSC (F. Sc) Mark Sheet & Certificate or equivalent. • Migration Certificate in the name of 'NED University of Engineering and Technology, Karachi' (Note: Except BISEK) 	



Pakistan Marine Academy

Annex "A"

TRAINING CHARGES

Charges to be paid at the time of admission alongwith 1st semester fee (one time)

S.Nq	Description	Amount in Rupees.
01	Admission Fee	Rs. 9,500/-
02	Caution Money (Non Refundable)	Rs. 4,000/-
03	Enrolment Fee & Verification Charges	Rs. 8,500/-
04	Library, Subscription & Transport Charges	Rs. 3,000/-
	Total	Rs.25,000/-

Charges to be paid on Semester Basis

S.No.	Description	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester
01	Tuition Fees	Rs. 6,000/-	Rs. 6,000/-	Rs. 6,000/-	Rs. 6,000/-
02	Lodging Charges	Rs. 6,000/-	Rs. 6,000/-	Rs. 6,000/-	Rs. 6,000/-
03	Messing Charges	Rs. 85,500/-	Rs. 85,500/-	Rs. 85,500/-	Rs. 85,500/-
04	Development fund	Rs. 8,000/-	Rs. 8,000/-	Rs. 8,000/-	Rs. 8,000/-
05	Examination Charges	Rs. 3,500/-	Rs. 3,500/-	Rs. 3,500/-	Rs. 3,500/-
06	Utilities & Service Charges	Rs. 15,000/-	Rs. 15,000/-	Rs. 15,000/-	Rs. 15,000/-
07	Amenity Charges	Rs. 2,000/-	Rs. 2,000/-	Rs. 2,000/-	Rs. 2,000/-
08	Health Care	Rs. 2,000/-	Rs. 2,000/-	Rs. 2,000/-	Rs. 2,000/-
09	Maintenance	Rs. 6,000/-	-	-	-
	Total	Rs. 134,000/-	Rs. 128,000/-	Rs. 128,000/-	Rs. 128,000/-

PO/DD of Rs 159,000/- as training charges of 1st semester

Note. Nautical Cadets will have to pay Rs.14,000/- (approx) along with the 4th Semester Fee for Seamen Service Book(SSB).



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Annex "B"

CLOTHING AND BEDDING ITEMS TO BE BROUGHT BY THE CANDIDATES

S.No.	Items	Quantity
1.	Blankets	01 in No.
2.	Towels, Plain (White)	04 in No.
3.	Shalwar Kameez (White)	03 in No.
4.	Waistcoat (Black)	03 in No.
5.	Shalwar Kameez (any Colour)	03 in No.
6.	Track Suit	01 Pairs
7.	Dressing Pent (Descent) and Shirts (White, Full Sleeves)	04 in No.
8.	Shirts (White, Half Sleeves)	04 in No.
9.	Sleeping Suits	02 in No.
10.	White Sports T-shirt	05 in No.
11.	White P.T. Shorts	18 in No.
12.	Underwear (White)	18 in No.
13.	Cotton Vests (White)	07 in No.
14.	Joggers (White Cheeta)	01 Pair
15.	Black Shoes (Oxford Pattern)	01 Pair
16.	Peshawari Chappal (Black)	02 Pair
17.	Shaving Kit	02 Set.
18.	Neck Ties	04 in No.
19.	Handkerchiefs (White)	04 in No.
20.	Socks (Black & White)	06 Pairs Each
21.	Bed Sheets (White)	04 in No.
22.	Pillows	02 in No.
23.	Pillows Covers	04 in No.



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UNDERTAKING

Annex "C"

(On Stamp Paper of Rs.100/- duly attested by 1st Class Magistrate/ Notary Public)

1. I, Mr. _____ son of Mr. _____ do hereby bind myself to abide by the terms & conditions of PMA after having been selected at PMA as a cadet.
2. 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.
3. I know that during studies I will 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.
4. I shall always refrain from any political/ sectarian/ ethnic/ racial/immoral/ cheating/ mutiny/ drinking alcohol/ fighting etc activities at PMA.
5. During the course of studies, I shall abide by the Cadets Discipline & General Order, Rules & Regulations, Standing Orders & Procedures and Instructions issued 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.
6. 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.
7. If I come across certain information of classified nature, which is not to be disclosed to other civilian population. I shall not pass on any such information to the outsiders. I know that I have to guard all the classified information and it may lead to penalties for disclosing state secrets.

Continue...



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8. 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.

Cadet's Signature

9. Surety (Father/ Guardian) and Surety 2 (Near Relative) do hereby bind ourselves and each of us and heirs, executors and administrators to abide by the above mentioned terms & conditions of PMA.

Surety (Father/ Guardian)

Signature: _____
Name: _____
Designation/Status: _____
CNIC: _____
Address: _____
Cell No _____



Pakistan Marine Academy



ACKNOWLEDGEMENT

Annex "D"

1. I, _____, Roll No. _____
S/o have read the Joining Instructions carefully and accept the offer for admission to Pakistan Marine Academy.
2. I will deposit my dues amounting to Rs. _____/- in the shape of Bank Draft/Pay Order in the name of Pakistan Marine Academy by _____ December 20 _____.
3. I fully understand that:
 - a. My selection will be cancelled if I fail to deposit the dues before given date.
 - b. My selection will be confirmed on passing of Vision & Colour Perception Test by MMD.
 - c. The final allocation of branch made by the Academy will be acceptable to me.

Applicant's Signature. _____

Roll No. _____

Address: _____

E-mail Address: _____

Date: _____



Pakistan Marine Academy



POLICE VERIFICATION CERTIFICATE

Annex "E"

Police Station Name: _____

Date: _____

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 _____



Stamp & Designation



Pakistan Marine Academy



HEPATITIS "B" & TYPHOID VACCINE CERTIFICATE

Annex "F"

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. _____

Stamp & Designation

POLIO

I have completed POLIO vaccination.

It is certified that _____ S/O _____

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



Medical Officer _____ Name: _____ Date: _____

Pakistan Marine Academy



BIO DATA FORM

Annex "G"

Particulars

Roll No.	
Name.	
Fathers Name.	
Fathers Occupation.	
Professional Status. (Serving/Retired)	
Mother's Occupation	
Guardian Name and Relation.	
Domicile	



Passport Size
PHOTO

Financial Details

S No.	Particulars	Amount (Rs.)	Remarks
Annual Income			
a.	Annual Income of Family.		
b.	Assets (Rent, deposits, shares).		
c.	Others		
	Total		
Annual Expenditure			
a.	Education.		
b.	Accommodation/ House Rent.		
c.	Utilities.		
d.	Medical.		
e.	Miscellaneous.		
	Total		
Net Annual Income			
Value of Assets			
a.	Transport.		
b.	Live Stock.		
c.	Land / House.		
d.	Bank Balance / Shares.		
e.	Others.		
	Total		



Candidate's Signature

Parent's Signature



JOINING FORM

ANNEX 'H' to PMA

Letter No. PMA/NE/64th Batch/2025/

Dated January 2026

FOR UNDERTAKING COURSE OF STUDIES IN ASSOCIATE DEGREE PROGRAM (NAUTICAL/ENGINEERING) IN 64TH BATCH OF PAKISTAN MARINE ACADEMY

FOR OFFICE USE AT PMA ONLY

BATCH NO:	
ROLL 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)

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.*

PART – 1

PERSONAL INFORMATION

Degree Title/Program (Nautical or Engineering): _____

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

10.	Details of Educational Institutes Attended during last 5 years:			
S#	<u>Educational Institution</u> (give full particulars)	<u>From</u> (Date)	<u>To</u> (Date)	<u>Grade/ Percentage</u>

<u>Examination</u>	<u>Year of Passing</u>	<u>Total Marks</u>	<u>Marks Obtain</u>	<u>% age</u>	<u>Board Attendants</u>
Matriculation / 'O' Level					
Intermediate / 'A' Level / F.Sc					

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 No's:			
Email Addresses:				

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

12. Guardian or any other sponsoring person:

Name and Relation:				
CNIC No:				
Professional Status (Employed/Retired/Bu siness Owner):				
Occupation Type:				
Telephone No:	Office:		Residence:	
	Mobile No's:			
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 64th 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 64th Batch**

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

Hereby called 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 64th 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 Nautical Science.

Now this deed witnesses as under:

- a. The Associate Degree in Marine Engineering or Associate Degree in Nautical Science 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 program.
- 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 WHERE OF, the parties aforementioned have signed this deed in token of acceptance thereof.

DATE: _____

DATE: _____

Signature of Cadet _____

Signature of _____

Parent/Guarantor

Name: _____

Name: _____

CNIC No. _____

CNIC No. _____

Signature of _____

Signature of _____

Witness No. 1 _____

Witness No. 2 _____

Name: _____

Name: _____

CNIC No. _____

CNIC No. _____