	<b>DIRECTORATE GENERAL OF SHIPPING, GOVT. OF INDIA, MUMBAI</b>	IS/ISO Clause No. 8.5.1
<b>Ref.: QMS EACQP WPI-8.5-02A-02</b>	<b>Subject: Procedure for application for assessment and seat booking for ETO examination</b>	File No. ENG/ EXAM-CIRC/ 25(01)/2017
Approved by the Chief Surveyor to the Govt. of India.	<b>Instructions to Examiners-</b>  <b>Circular No. 146 of 2019</b>	<b>Date: 22.04.2019</b>

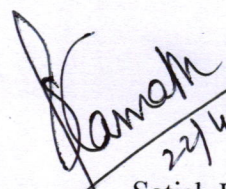
1. Recognizing that there has been a significant improvement in CoC examination processes of the DGS e-governance system and that the same is effectively contributing in reducing the time taken for service delivery, the Directorate is further determined to expedite and facilitate the process of assessment and booking of examination seats for all the grades of CoC examination.
2. Noting that the Directorate has issued the STCW Training Circular No. 01 of 2011 (F.No. TR/CIR/6(3)/2011) dated 10.02.2011 specifying the pre-sea training and certification requirements for Electro-Technical Officers (under Regulation III/6 of the STCW Convention) and STCW Training Circular No.08 of 2011 (F.No.TR/CIR/6(5)/2011 dated 06.09.2011 specifying the requirement of a bridging course for the Existing Electrical Officers (under Regulation III/6 of the STCW Convention).
3. Noting also that the Directorate has issued the Instruction to Examiners circular No. 131 of 2015 (F.No.ENG/EXAM-17 (9)/99-III) dated 31.12.2015 specifying the Training and examination requirements for existing Electrical Officers for certification under the STCW Convention as Electro Technical Officers.
4. Considering that the system requirements for on-line submission of application through the DGS e-governance module are in place and have been successfully tried out, the Directorate extends the assessment and seat booking, CoC issuance online module to the ETO examination as well.
5. Therefore, all candidates applying ETO examination for June, 2019 exams, onwards, are required to apply through online system of DGS e-governance system. Fresh candidates can

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22/4/2019



book, online, for assessment and seat booking and the existing candidates who are already in pipeline by the virtue of manual booking, their details and all previous data should be entered in the ETO online module so that all candidates register in the online system for ETO exams from June 2019.

6. The Procedure for applying for the ETO examination for the fresh candidates for assessment and seat booking and also the procedure for the existing candidates appearing for the examination is enumerated in Annexure-I.
7. The ETO examinations assessment seat booking and CoC issuance to be totally online through the e-governance system from June 2019 exam onwards and no more manual bookings need to be continued.
8. This issues with the approval of the competent Authority.

  
22/4/2019.  
Satish Kamath  
Engineer and Ship Surveyor cum-DDG (Tech)  
DGS, Mumbai

To,

- 1) The Examiner of Engineers Mercantile Marine Department Mumbai/ Chennai/ Kolkata/ Kochi/Kandla.
- 2) The Surveyor In-Charge of Mercantile Marine Department Noida/Visakhapatnam.
- 3) Engineering Wing/ Nautical Wing/ Naval Architecture Branch/ Training Branch.
- 4) The Computer Cell, DGS, GOI with a request to upload this circular on the official website.
- 5) E-Governance Cell, DGS GOI.
- 6) Hindi Cell
- 7) All DGS approved Marine Training Institutes.
- 8) INSA/ MASSA/FOSMA/ICCSA



## **Annexure-I**

**Procedure to be followed by Candidate for submission of on-line application for assessment and seat booking for Engineering grades CoCs.**

### **Procedure for submitting 'online' applications for Engineering examination**

#### **1. Who can apply?**

- a) Seafarers who want to apply for MEO-CL-I, MEO-CL-II Part A& B and ETO grade examination.
- b) To interact with the e-module of examination system, seafarer is required to register online by following the process of "Seafarer Registration".
- c) The seafarer will then receive the user id and password on his email. Using these details, the seafarer can then book the seat for examination online.
- d) "Seafarer Registration" process is free and no fees will be charged for 'online' registration

#### **2. Process Description for Candidates**

##### **2.1 Common Process to all Candidates:**

**Step 1: Seafarer Registration Process to register seafarer with DGS and get User Id and Password.**

- a) Access the home page of DG shipping web site <http://www.dgshipping.com>
- b) Click on "eGovernance" link
- c) Click on "Seafarer Registration"
- d) fill up on-line registration form
- e) User ID and Password to be sent to candidate's email automatically.

**Step 2: Updating Seafarer Profile**

- a) Access the home page of DG shipping web site <http://www.dgshipping.com>



- b) Click on “eGovernance “ link
- c) After obtaining the user ID & Password the seafarer will need to login with the User ID (same as INDOS Number) and password
- d) Click on “Examination” link
- e) Update your profile by clicking on the link “click here to Update your profile”
- f) The following Minimum information must be entered
  - Enter the COC details (MEO-CL-II for MEO-CL-I candidates, MEO-CL-IV for MEO-CL-II)
  - Enter Sea service after obtaining the COC
  - Enter the PostSea preparatory courses as applicable.
- g) The candidates are required to fill in all the above details and other relevant particulars of Form- 15 in the e-module accurately.

## 2.2 Process for Fresh candidates:

This process is applicable to all candidates who are applying for **eligibility assessment for the first time.**

### Step 1: Application for eligibility assessment

- a) Access the home page of DG shipping web site i.e. <http://www.dgshipping.com>
- b) Click on “eGovernance “ link
- c) Login with the User ID (INDOS Number) and password
- d) Click on “Examination” link
- e) Apply for eligibility assessment for the grade by clicking on the link “application for eligibility Assessment”
- f) Upon submission of the online form, a unique application number will be generated for further reference.
- g) Make the ePayment of required fees.
- h) Upload the required documents.
- i) The application shall be processed by MMD exam staff thereafter.
- j) The candidate can view his application status by clicking “View Application Status” link. The candidate can also print the application from the view status form.



- k) In case requires further information, the candidate will be so intimated to appear at the respective MMD with all relevant documents for verification.
- l) The seat booking is possible only after approval of the assessment application.

### **Step 2: Application for booking of written and Oral Examination**

- a) Access the home page of DG shipping web site i.e. <http://www.dgshipping.com>
- b) Click on “eGovernance “ link
- c) Login with the User ID (INDOS Number) and password.
- d) Click on “Examination” link
- e) Apply for written and / or Orals by clicking the link “Application for Booking seat(Form 15)”
- f) Fill up the on-line form and submit.
- g) Upon submission of the online form, a request no along with application No will be generated for further reference. Submit them.
- h) Make the ePayment of required fees.
- i) The application will be processed by MMD exam staff.
- j) The candidate can view his application status by clicking “View Application Status” link.
- k) Once the application is approved, the candidate can view & print his admit card.

### **Step 3: Printing of Admit card**

- a) Access the home page of DG shipping web site <http://www.dgshipping.com>
- b) Click on “eGovernance “ link
- c) Login with the User ID (INDOS Number) and password
- d) Click on “Examination” link
- e) The admit card can be printed by the candidate.

### **2.3 Process applicable to repeater candidates:**

This process is applicable to following candidates;



- a) Who have completed the assessment earlier **and** who have applied for examination previously (Written and /or Orals) and intending to **appear again** for Written and / or Orals in subsequent months and
- b) Who have completed their assessment but have **not** applied for examination online previously and intending to appear.

### **Step 1: Registration & Updating of seafarer's Profile**

- a) The Candidates are required to complete the registration and updating of seafarers profile as described in **section 2.1**

### **Step 2: Application for booking of written and Oral Examination**

- a) Make the payment for examination for the grade at Exam Centre and collect the challan / Bharatkosh.
- b) Collect the form 15 submitted earlier from the relevant section at MMD.
- c) Fill in the details manually indicating the request for seat booking for written and / or booking for orals.
- d) Submit the form to the MMD Staff along with the challan / Bharatkosh Receipt.
- e) MMD Staff will process the request using the online form provided.
- f) Once the data is entered by the MMD Staff in the system the candidate can view & print his admit card.

### **Step 3: Printing of Admit card**

- a) Access the home page of DG shipping web site i.e. <http://www.dgshipping.com>
- b) Click on "eGovernance " link
- c) Login with the User ID (INDOS Number) and password
- d) Click on "Examination" link
- e) The admit card can be printed by the candidate.



#### **2.4 Viewing of Examination results:**

1. Access the home page of DG shipping web site <http://www.dgshipping.com>
2. Click on “eGovernance “ link
3. Login with the User ID (INDOS Number) and password
4. Click on “Examination” link
5. Click on “View Exam Results” to view the Examination Results.