



भारत सरकार/GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय/MINISTRY OF SHIPPING
नौवहन महानिदेशालय, मुंबई |
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

NOTICE TO ENGINEERING CANDIDATES

File No. ENG/EXAM-17(1)/2013-Vol.II

Date: 11.06.2020

Subject: Conduct of Examinations for all engineering grade Certificates of Competency

1. Vide notice issued on 14.5.2020 to the candidates of Engineering grade Examinations, a plan for conduct of examination from the month of June 2020 was informed. Accordingly, thereafter, the following actions have been taken by DGS.

- i) Result for MEO Examinations held in the month of February 2020 has been declared on 18th May 2020.
- ii) March 2020 results for MEO CL-IV Part A and MEO CL-II part A have been declared on 25th and 27th May 2020 respectively.

2. Conduct of pending Written Examinations of March 2020:

The March month pending written exam paper of MEO Class II Part B i.e. Naval Architecture and Ship Construction will now be conducted on **17th July 2020** forenoon by complying with guidelines of SOP attached. This date is tentatively fixed to allow sufficient time to candidates to make their plan to reach the examination centre. Candidates can appear this written exam at any MMD exam centre nearest to their place of residence irrespective of their original exam centre. Those who want to appear this written exam at any other exam centre will have to send mail to Mr. Satish Kamath (skamath-dgs@gov.in) well in advance but latest by **1st of July 2020** so as to intimate your name to your chosen exam centre.

3. Conduct of pending Oral Examination of March 2020:

Principal Officers of MMDs have been advised to commence the conduct of oral exams of March 2020 candidates as soon as possible after assessing the situation and as per the attached SOP. Candidates will be informed of their oral date by MMD exam centre through mails. Candidate can appear their March month oral exam at any MMD exam centre nearest to their place of residence irrespective of their original exam centre. Those who want to appear their oral exam at any other exam centre will have to send mail to the examination centre of his booking. This request has to be sent to the following email ID's:

Examination Centre	Email ID
MMD Mumbai	jayanta.muk@gov.in
MMD Kolkata	arbind.choudhary34@gov.in
MMD Chennai	shrish.kumar@gov.in
MMD Kochi	paul.vv@gov.in
MMD Vizag	sic.vizag-mmd@gov.in

4. Any issues with the examinations will have to be raised to the Principal Officer of the MMD exam centers where the candidate has booked the exams or may send an e-mail to the undersigned at skamath-dgs@gov.in
5. The above measure of choosing the examination centre is to mitigate the risk involved in the interstate travel and the associated quarantine period due to COVID-19. Therefore, the candidates are advised that they may avoid such travel and instead opt to appear exam in an examination centre close to his present location. He can do so with the same admit card issued to him for the month of March 2020 exam.

For example: Say, if a candidate from Tamilnadu have booked their examinations in Kolkata or Mumbai or Kochi, may be allowed to appear the examination in their nearest centre i.e., MMD Chennai or vice versa as the case may be.

This issues with the approval of the Chief Examiner of Engineers.

Yours faithfully,



(सतिश कामथ / Satish Kamath)
अभियंता एवं पोत सर्वेक्षक-सह-
उप महानिदेशक (तकनीकी)
Engineer & Ship Surveyor-cum-
Deputy Director General (Tech)

Standard Operating Procedure (SOP) for conduct of CoC Examinations (written / oral) during COVID-19 pandemic crisis – reg.

MINDFUL OF THE FACT that the Directorate strives to conduct the examination in a timely manner and that, consequent to announcement of national lockdown due to COVID-19 pandemic, CoC exams scheduled from the 23rd March 2020 (written and oral) could not be conducted.

WHEREAS the Directorate realizes the need to conduct CoC exams to avoid delays in certification of the qualified Indian seafarers and also while doing so there is a need to take adequate preventive safety measures in the exam centers due to ongoing situations caused by COVID-19 so as to minimize the risk to contract with the infection.

RECOGNISING that there could be risks, in non-compliance with the guidelines and maintenance of physical distancing norms required in the time of pandemic, in the conduct of written and oral examinations due to the fact that candidate may make interstate/local travel for the examination and that there could be a requirement of local rules on quarantine, as well, which need to be ensured and that candidates may form groups / overcrowding before and after the examinations which need to be avoided.

RECOGNISING FURTHER that some DGS approved Maritime Training Institutes (MTI) may also be considered provided they are suitable after due inspection by Mercantile Marine Department (MMD), as venue for mitigating measure to address some of the risks as stated in the foregoing paragraph, to conduct the CoC examinations in addition to the existing examination centre thereby the travel outside the state for the candidates could be avoided if the situation so demands and also if some MMD examination centre unable to conduct the CoC examination due to continuing lockdown.

THEREFORE all MMDs are advised to identify the MTI's, if required, which can be considered for conducting the exams in smaller groups without breaking of physical distancing norms and the interstate / local travel required for the candidate and upon considering the advice given by various MMDs, the Directorate may consider issuance of permission to conduct the examinations in MTIs under the supervision of the concerned MMD.

IN CONSIDERATION OF ALL OF THE ABOVE the Directorate now issues following standard operating procedure (SOP) to be followed by all the examination centers, examiners / invigilators, staff and candidates appearing in all grades of MEO and ETO examinations from the month of June / July 2020.

- 1) All associated with CoC examination including the candidates should mandatorily download the Arogya Setu App and have taken self assessment in the last 24 hours.
- 2) Exams will commence from 0900 – 1200 hrs and 1400- 1700 hrs instead of earlier timings of 1000-1300 hrs and 1400-1700 hrs for MEO Class II, MEO Class I and ETO Examination. For MEO Class IV, schedule of examination at Aptech centres will be as per Epariksha helpline emails.

- 3) Examiners and Invigilators and support staff for the examination have to be present at least 1.5 hours in advance of the examination time to prepare/oversee the examination and receive the candidates inside the examination hall.
- 4) Thermal screening of the candidates will start 75 minutes before the commencement of the exam and stop 30 minutes before the start. Candidates reaching the examination centre after the finish of thermal screening, will not be allowed to take the examination, Candidates will wear masks and maintain physical distancing while waiting for thermal screening.
- 5) Candidates have to wear face masks failing which they are not allowed to enter exam Hall
- 6) Every person has to apply sanitizing solution to their hands before entering exam Hall.
- 7) Candidates having covid-19 symptoms or failed in thermal screening will not be allowed to enter in exam Hall. No excuses will be entertained from candidates and they have to make their own arrangement for check up / further investigations.
- 8) Candidates have to maintain physical distance as per GOI guidelines/ Local rules prevailing in the state.
- 9) Occupation of seats from the back of the room towards front exit door of exam Hall or as per instructions of invigilator.
- 10) No exchange of any material between candidates inside exam hall during or before the examinations.
- 11) One candidate will be allowed into the toilet at a time. Candidate to ensure personal hygiene is maintained and use hand sanitizers / hand-washes to clean their hands before proceeding to the exam hall.
- 12) Candidates to carry their own water bottle to Exam Hall.
- 13) Candidates having exams in morning and afternoon session should carry their own food preferably light food i.e. biscuits and fruits.
- 14) At the end of exam, candidates remain seated in their original seats till examiner collects the answer scripts.
- 15) After examiner/invigilator collects all answer scripts from all candidates. They have to leave in an orderly manner starting from first row seats maintaining physical distance as per GOI guidelines.
- 16) No crowding near exam Hall. Candidates have to disperse as soon as they come out of exam Hall. Loitering is prohibited in front of exam Hall and nearby the exam Hall premises.
- 17) Candidates have to inform examiner in-case if they feel uncomfortable during exam.
- 18) No change in application procedure for assessment and exams. Everything is online. No need to visit exam centres for verification of any documents. It will be done during oral exams. Earlier system will continue.

- 19) Examiners and staff to wear face masks & face shields as appropriate at all times during the course of the examination and maintain physical distancing.
- 20) Thermal screening of Examiners and Staff before entering exam hall at the time of entry into exam hall.
- 21) Sanitation of exam Hall in the morning and afternoon before start of exam.
- 22) Physical distance to be maintained during oral exams. Candidates to strictly follow the timings allotted, and visit the centre only 15 minutes before the examination to avoid crowding.
- 23) Candidates to come for oral exams as per their given timings. At any given point of time, candidates having oral exams are only to be present at oral exam centres.
- 24) Use of sanitizer, face mask and face shields is compulsory during oral examination.
- 25) Seating arrangements to be made maintaining physical distance as per GOI guidelines.
- 26) Car with driver to be standby at exam centre for taking candidates / Examiners / invigilators to Doctor in-case of any emergency.
- 27) Doctors to be identified for cases of other emergency and also in case candidate showing symptoms of COVID 19 infection, nearest testing centre to be identified by MMDs prior to the examinations.
- 28) Exam centres locations to be informed to candidates well in advance.
- 29) Candidates should make sure of their exam centre location. In-case of doubt or non-receipt of location should contact exam centre by phone or e-mail.
- 30) MMD to ensure the revised intake capacity is not exceeded in the approved centers as per Annex I. Also, to ensure MTI's selected by the Principal Officer of the MMDs follow all the instruction/guidelines.
- 31) To ensure screening of candidates before every session prior to permitting the candidates into the premise / examination hall.
- 32) To ensure following items are verified at the screening level:
 - i) All the candidates should wear face mask before entry throughout the course of the examination.
 - ii) Thermal screening to ascertain for fever and a general visual examination to ascertain there are no symptoms like cough and shortness of breath.
- 33) To ensure physical distancing of at least one meter during the screening of the candidates.

- 34) To ensure examination hall and common areas are adequately disinfected before starting of every exam. All the candidates should be permitted into the hall once it is adequately disinfected. Also, candidates are advised to maintain lot of patience and maintain physical distancing during such times and avoid crowding.
- 35) Candidates shall not carry any baggage into the premise / examination hall except what is required for examination i.e., pen, pencil & eraser, light refreshment, etc for writing exams and non-programmable calculator if applicable.
- 36) To display placards for easy identification of sanitizers.
- 37) To provide disposable drinking paper glasses near the water filters. However, all are advised use their own water bottle.
- 38) Candidates should be very open about any symptoms appearing before or during the examinations and ensure not to report to examination centre with symptoms similar to the ongoing pandemic to protect the fellow candidates.
- 39) Notwithstanding the above guidelines regarding the conduct of examinations, every MMD's need to follow necessary advisories/guidelines/directions issued by the Central / State Government from time to time to prevent the spread of COVID-19.
- 40) Aptech Centre's shall ensure the computers used for examinations are properly sanitized each time before and after the completions of examination.

Note:

All the candidates need to note and understand that the seclusion or postponement of examination is a normal procedure to minimize risk to contract COVID-19 thereby protecting the health of all the candidates and hence need to be mentally prepared for such outcome. Candidates are responsible for their personal hygiene and health and of the health of candidates and they need to display the highest level of patience and not break the rules set out in the above paragraphs.

Usage of online platform for conduct of candidate's oral examination for Certificate of Competency (CoC) during the period of COVID-19

Standard Operating Procedure for Online oral examination using Apps

- a) The examiners will introduce themselves and confirm the identity of the candidate. They will declare that the candidate present for exam matches with that of the electronic copy of ID sent prior to Exam
- b) Exam Room Set Up –Candidate verbally confirms they only have stationary items on the desk, no one present in the room and a visual verification of the same by showing the room via the video display, confirm the App in use and room door is closed behind the candidate.
- c) Examiner should request the candidate to share his/her desktop so that examiner may verify the applications open on the candidate machine. If required, examiner may also request for control of his machine.
- d) The candidate shall not mute the microphone during the conduct of oral examination (the microphone should be kept 'on' at all times and never muted)
- e) Candidate shall not use of any background effects (Hides the presence of others and materials)
- f) Candidate shall not constantly look away from the camera
- g) Candidate shall not use headphones or any other hearing aids (they can be used to consult others via mobile phones).
- h) Candidate shall not use of another electronic device, Internet searches, Open textbooks, Recording devices or on-screen recording.
- i) Candidate shall not use of any other electronic gadgets including mobile phones
- j) Candidate shall not take external assistance during the examination
- k) Any violation of above guideline will attract punishment such as cancellation of examination, debarment from appearing in examination for a minimum period of six months, etc.
- l) Candidate will be informed of the online oral examination by e-mail and the sample of email could as below:

Sample email to be sent regarding online interview using VC App:

Dear Candidate,

This is to keep you posted about the Online oral examination for

(Function/grade of exam)

Time of Examination:

Web Link for meeting id:.....

Instructions:

1. Do ensure the following are checked:
 - Good and stable Internet connectivity (recommended speeds are 1Mbps and above)
 - Front camera in your laptop is working fine.
 - Microphone of your laptop is working fine.
2. Ensure your laptop / desktop is working properly
3. Ensure there is no disturbance in the room.
4. Please click on the link provided for.....
5. Please be available 15 mins before the scheduled time slot and you will be in “Interview waiting room” by default till interviewer allows you.
6. Test your audio and video in the supplied link while you are in “Interview waiting room” (click on “test computer audio”).
- NOTE:** Do ensure that you don't miss your scheduled slots. Be available at the mentioned time slots, otherwise you will be treated as Absent, unless it has been communicated to the examination centre well in advance and duly acknowledged
7. For any clarification, contact examination centre.....tel. no.....

Sincerely,

Name

MMD.....