



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

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

Date: 07.09.2020

NOTICE TO CANDIDATES APPEARING IN ENGINEERING GRADE EXAMS

Subject: Conduct of disrupted MEO CI-II, Part 'B' – written Examination of March 2020 on 28.09.2020 and resumption of all grades of MEO and ETO written examinations from October 2020.

1. The Directorate vide DGS order 02 of 2020 dated 16.03.2020 had differed the conduct of physical written examinations at MMD examination centers with effect from 24.03.2020 due to nation-wide lock down in the wake of COVID-19 pandemic. As a result of Covid-19 pandemic two subjects of MEO Class II-part 'B' grade of examinations scheduled to be held in month of March 2020 could not be conducted.
2. The oral examination on 'online' mode commenced from the month of July 2020 for all those candidates who had booked for the month of March. In August 2020, oral exams for candidates who have previously passed in all papers of written examinations have been conducted and now booking for oral examinations for the month of September is under progress.
3. DGS has conducted several meetings with stake holders and vendors for conducting written examinations in online mode and efforts for the same are under progress.
4. Considering the relaxations in the nation-wide lock down, it has been decided to conduct disrupted MEO Class II Naval Architecture and Marine Engineering Knowledge (Steam) subject written papers of the Month of March 2020 in physical mode at all MMD examination centers on **28th September 2020 (MONDAY)** by complying with the central & State Government directives and guidelines issued from time to time.




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5. Accordingly, SOP for conduct of physical examinations at MMDs has been issued on 7th September 2020 and is available in DGS website. Candidates are advised to comply with the requirements stated therein, failing which candidates are not allowed to enter the examination hall.
6. Candidates are allowed to appear the above mentioned two written subjects at the nearest MMD of their choice i.e., Mumbai / Kolkata / Chennai / Kochi / Noida irrespective of their original exam center i.e., the centre where they have booked in the month of March 2020. If candidate intend to write the examination in any MMD other than original examination centre, they need to intimate the same latest by **18th September 2020** to the original exam centre. Multiple requests for change of exam centre will not be entertained. Also, no request will be accepted after 18th September 2020 for change of examination centre, but candidate can appear in their original centre.
7. The commencement of written examination for the month of October 2020 and onwards will be as per the original schedule for the year 2020.

This is issued with approval of the Chief Examiner of Engineers.

Yours faithfully,

 07/09/2020

(श्री जयंता मुखोपाध्याय/ Shri Jayanta Mukhopadhaya)

अभियंता एवं पोत सर्वेक्षक-सह-उप महानिदेशक (तकनीकी)

Engineer & Ship Surveyor-cum- Deputy Director General (Tech)



**Standard Operating Procedure dated 07.09.2020 for conduct of Written Examinations
in physical attendance mode at MMD Examination Centres during Covid-19 period**

Preparations to be done at Examination centres before and during the examinations:

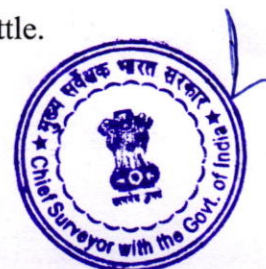
1. Jurisdictional MMD has to provide transparent enclosures (in lieu of face shield) at candidate's examination table with adequate height covering the face of the candidate when seated.
2. Minimum 2 m distance has to be maintained between any two candidates.
3. Examiner in charge has to ensure the examination halls are thoroughly sanitised before the examination (preferably one hour before the start of exam). In case there are two exams scheduled on the same day, then sanitisation has to be done before each exam. During the examination, manual sanitisation has to be done at frequent intervals with a sanitized cloth for all the contact points such as door handles, toilet door, and water knobs etc which are likely to be touched by the candidates / staff / invigilators.
4. MMD Officials/staff should wear necessary PPE like face mask, gloves, visor or goggles etc, as the case may be.
5. Sanitizer dispensers should be kept at the entrance of examination hall and at various prominent locations in the examination centre.
6. MMD Examiner should assign duties to a responsible person (MMD Official / staff) for screening and verification of documents prior to candidates entering into examination hall.
7. The responsible person, as part of screening and verification, should carry out following tasks –
 - (i) Verify admit card, passport /CDC etc;
 - (ii) Screen the body temperature (preferably on wrist) with temperature sensor;
 - (iii) Status of Aarogya Setu app on candidate's mobile cell phone.
8. Upon screening and verification, the responsible person has to ensure candidate has kept all his belongings like bag, mobile phone in the designated place and then direct the candidate to the examination table.
9. MMD officials / staff and candidates have to strictly abide by the guidelines issued by Government of India, MoHFW guidelines for matters pertaining to social distancing or any other guidelines to prevent the spread of COVID-19 pandemic.



10. MMD Examiner has to ensure that the answer scripts are distributed to and collected from the candidates with adequate PPE like face mask, gloves etc.
11. MMD officials / staff have to ensure of candidates leaving the examination hall maintaining social distancing norms.

Instructions to candidates:

1. Candidates are required to carry Admit card (which is downloaded from the DGS e-governance exam portal) to the examination hall.
2. Candidates have to update his/her status in the Aarogya Setu App atleast one day before the schedule date of examination so as to provide the status at the time of screening.
3. Candidates have to report to the examination centre one hour prior to the start of scheduled exam. Loitering and crowding in the MMD premise before and after the examination are strictly prohibited.
4. In case of delay in reporting to the exam centre, MMD Official reserves the right to deny entry permission for appearing the exam and the exam fees shall not be refunded in such cases.
5. At the time of entry to the examination hall, students are required to show their admit cards along with CDC/Passport and the Aarogya Setu Apps to the invigilator/exam centre official for verifying the authenticity of the candidate.
6. At the examination centre, students have to thoroughly sanitize their hands prior to entering the examination hall. Candidates will not be permitted if the body temperature is more than 98.4 degrees Fahrenheit or there is an alert status (other than green) in the Aarogya setu app. The exam fees in such cases will not be refunded.
7. Candidates should ensure they wear proper PPE like masks, gloves and visor or spectacles before entering the examination hall.
8. Candidates have to ensure their mobile phones are duly switched off prior to keeping it in the designated place.
9. Examination shall be conducted as per stipulated norms under the MS (STCW) Exam Rule 2014, and any deviation / malpractice shall be construed as misconduct and penalized as per the said Rule.
10. Candidates should comply with the seating arrangements (with minimum 02 metre distance) at all times.
11. Candidates are permitted to bring drinking water in a transparent bottle.



12. At the end of the examination, students will have to leave the hall one by one maintaining the physical distance of 2 m. Candidates should not wait or loiter outside the MMD exam centre once they are asked to vacate their seating arrangements.
13. Gathering in groups and loitering outside the exam hall is strictly prohibited.
14. Candidates have to comply with all the relevant guidelines of state and central government.



S. Barik
08/09/2020
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Chief Surveyor-cum-Addl. DG (Engg.)