

DIRECTOR GENERAL OF SHIPPING		
Authorised by	EAC Branch File No: ENG/EXAM-17(9)/99 Vol. III	EACQM-0722
Dy. Chief Surveyor cum Sr. Dy. DG (Tech)	Instructions to Examiners	Circular No: 120
	Issue No. 00	Dated: 02.04.2012

Subject: Approving and deploying examiners for the conduct of oral and written examinations for engineers, at the assessment centres for conducting all grades of examinations upto and including the MEO CLASS II(M) or (S) .

Superseding any circular / instruction in this regard, Principal Officers and the designated Examiner of Engineers of each assessment-centre may please note as follows:-

(1) Henceforth, the Principal Officer and the designated Examiner of Engineers of the assessment centre, may jointly approve the examiners who would be considered eligible to examine candidates of various grades of examinations, upto and including MEO CLASS II(M) and / or (S).

Examiners for MEO CLASS I would continue to require prior approval of the Chief Examiner of Engineers.

In case the duties of the Examiner of Engineers are assigned to an officer other than that as approved by the Directorate, this shall be with the approval of the Principal Officer and duly recorded.

(2) The list of examiners so approved and deployed for examination work as indicated at (1) above in the preceding six months, must be forwarded to the Chief Examiner of Engineers in July(for January to June) and in January(for July to December), i.e. twice a year, in the enclosed format as at Appendix-A.

*In case the duly-filled Appendix-A is not forwarded to the Chief Examiner of Engineers by **31st July** and **31st January**, as applicable, it shall be treated as a failure of the "Quality System" for the assessment centre under which the examinations are conducted.*

(3) Examiners so approved and deployed must: **(a)** meet the **stipulated** qualification and training requirements, and, **(b)** be competent and trustworthy, for the examination work for which he is deployed. As proof of **detailed** verification of compliance **(a)** and **(b)**, formal records must be maintained, as certified by the Principal Officer and the designated Examiner of Engineers and made available to the Chief Examiner of Engineers or any other authority considered appropriate by the Chief Examiner of Engineers, when so required.

Maintaining the security of such formal records shall be the responsibility of the Principal Officer or his formally authorized representative, who must be a regular officer not below the level of an Engineer & Ship Surveyor / Nautical Surveyor / Ship Surveyor / Radio Surveyor or Inspector.

Where the Principal Officer and the Examiner of Engineers would consider it necessary to have a prospective examiner approved *who in their assessment has acquired the required competency*, without having undergone the training requirements in full, the cases may be forwarded to the Chief Examiner of Engineers with justification for grant of the waiver recommended.

(4) The Principal Officer or his formally authorized representative, must maintain **detailed** records of, identity(i.e. say, Passport), permanent address, Certificate of Competency(number, date and place of issue, issuing authority and date of expiry), other qualifications and background experience etc. of each such examiner as approved.

(5) The number of such examiners to be so approved and deployed may be decided by the Principal Officer and the designated Examiner of Engineers, keeping in mind the number of candidates appearing each month, the need to rotate the examiners in the interest of objectivity, and the target date of completion of results. In all cases, the responsibility for the outcome of the examinations shall lie with, the internal examiner and the designated Examiner of Engineers, for which evidence must be maintained.

The Examiner of Engineers of the assessment centre shall suitably decide the composition of each oral-board, which should be duly rotated and *under no circumstances known to the candidate before commencement of the examinations.*

(6) Special precautions must be taken to ensure that no examiner is engaged for assessing a candidate who has undergone training in an institute with which such examiner has been associated.

These instructions are issued with the approval of the Chief Examiner of Engineers and take immediate effect.

(S.S. Gadkar)
Engineer and Ship Surveyor

To,

1. Principal Officer
All Mercantile Marine Departments
(Assessment Centers)
2. Management Representative (EAC Branch)
3. Computer Cell / Hindi Cell (for a translation) / Exam Cell (Engg. Branch)/ Guard File.

CC(excluding Appendix 1):INSA, MASSA & FOSMA, with the request to please recall the several requests made in the past in this regard and extend proactive cooperation to the assessment centers by providing suitable examiners in adequate numbers, failing which it may be increasingly difficult to examine as many candidates with the extant frequency.

1. Shri S. K. Bhalla,
Indian National Shipowners Association,
22, Maker Tower-F, Cuffe Parade,
Mumbai-400 005.
2. Capt. S. B. Kundargi,
Maritime Association of Shipowners Shipmanagers and Agents (MASSA)
Mackinnon Mackenzie Building,
1st Floor, 4,Shoorji Vallabhdas Marg, Ballard Estate,
Mumbai 400 001.
3. Capt. M.C. Yadav,
Foreign Owners Representatives & Shipmanagers Association (FOSMA)
1517, Maker Chamber V, Nariman Point,
Mumbai 400 021.

(S.S. Gadkar)
Engineer and Ship Surveyor