भारतसरकार/ GOVERNMENT OF INDIA
पत्तन,पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
समुद्री प्रशासन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF MARITIME ADMINISTRATION, MUMBAI

F No. 13-11019/3/2024-ENGG-DGS **November 2, 2026**

NOTICE TO CANDIDATES APPEARING FOR MEO CLASS II & CLASS IV WRITTEN EXAMINATIONS

Standard Operating Procedure (SOP) for facilitating candidates who have not been successful in booking the written examination seat at the parent MMD.

I. Background

It has been observed that the written exam candidates of some exam Centres are finding it difficult to book the seats, while the seats for the same grade remains under-utilized at other Centres. This has been more marked for the MEO Class IV and MEO Class II grade of examinations.

II. Alternate provision

In order to facilitate candidates appearing for the MEO Class IV & MEO Class II grade **written** examinations book the seats at other exam centres, if they are unsuccessful in securing a seat for a given month, the competent authority has approved a provision, wherein the candidates shall be offered an option to book for the written exam seat at other MMD, which has seats available for the said subject. This facility shall be available on the last two days of the seat booking window period.

III. Eligibility criteria

1. **Applicability:**

   a) This cross-booking facility applies **strictly to Written Examination papers** only.

   b) A candidate who has been successful in booking an exam seat for the oral exam but could not book any seat for the written examination, is eligible to appear for the written exam at the chosen centre, depending on the availability of the seat for the said paper, without undertaking the actual transfer of the application.

   c) A candidate who has been successful in booking written examination for few subjects but could not book other few due to unavailability of seats, **cannot avail** this facility for the month.

9वी मंजिल, बीटा बि ल्डींग,आई थिंक टेक्नो कैम्पस, कांजुर गाँव रोड,कांजूरमार्ग (पूर्व) मंबई - 400042
9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road Kanjurmarg (E), Mumbai-400042
फोन/Tel.: 91-22-25752040/1/2/3 फैक्स/Fax.: 91-22-25752029/35ई-मेल/E-mail: dgship-dgs@nic.inवेबसाईट/Website: www.dgshipping.gov.in

2. **Single-Center Rule per Monthly Cycle:**

   a) All written papers that a candidate intends to appear in a particular month have to be booked at **one single MMD center**. Any attempt to do a 'Split-centre' booking will not be enabled by portal. Any fee paid in attempting such booking for the written exam across different exam centres shall cause the fee to be forfeited.

IV. Booking Schedule

Phase	Window Period	Eligible Centres	Important note
Phase 1	First six days of the booking period	Parent MMD only	Candidates can apply and book written & oral examination seats at their Parent MMD, where the candidates EXN-45 is submitted. Selection of other centres will remain locked during this period.
Phase 2	Last two days of the booking period	Alternate MMDs	This facility is enabled only if written exam seats at the candidate's Parent MMD are exhausted (zero seats available) for the particular subject.

V. Important Notes

- Cross-center booking is a system-automated feature based strictly on live seat availability. Seats are allotted on a first-come, first-serve basis during the respective booking windows.
- Candidates who secure a seat for the written examination at their Parent MMD during the initial six days of the booking window period are not permitted to switch or transfer to another center when the alternate centre booking window opens during the last two days.
- The candidates are advised against making multiple payments for the same subject/function.

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



(Praveen Nair)
Dy. Chief Surveyor cum Sr.DDG(Tech)

9वी मंजिल, बीटा बि ल्डींग,आई थिंक टेक्नो कैम्पस, कांजुर गाँव रोड,कांजूरमार्ग (पूर्व) मंबई - 400042
9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road Kanjurmarg (E), Mumbai-400042
फोन/Tel.: 91-22-25752040/1/2/3 फैक्स/Fax.: 91-22-25752029/35ई-मेल/E-mail: dgship-dgs@nic.inवेबसाईट/Website: www.dgshipping.gov.in