

<b>DIRECTOR GENERAL OF SHIPPING</b>		
<b>Authorised by</b>	<b>EAC Branch File No: ENG/EXAM-17(9)/99</b>	<b>EACQMP Chap VI</b>
<b>DYCS</b>	<b>Instructions to Examiners</b>	<b>Circular 029</b>
	<b>Issue No. 00</b>	<b>Dated: 07 June 2001</b>

**Please refer to Our Letter No. ENG/EXAM-19(1)/99 Dated : 02-03-2000.**

**Since the MEO 1998 Examination as per the Meta Manual I and II has commenced, the application form referred to as Form 15 (EXN-3) has now been revised. This form is to be used exclusively for all aspirants appearing under MEO 1998 Rules. The new Form 15 (EXN-3) is now printed with the Govt. of India Press and Distributed. Each one of the documents is serially numbered.**

**Under no circumstances should this Form 15 (EXN-3) be zeroxed or printed at MMDs. If there is a further demand in the interim period, you are requested to intimate us in advance so that the same can be printed in the Directorate and sent across. Since each one of the documents is serially numbered, it is essential that this document is issued individually to the candidate who appears for the examination. Any query regarding filling up of entries in the Form 15 (EXN-3) may be conveyed to the Directorate immediately. The serial number of the application must be quoted in the new EXN 45 and all other relevant documents where there is reference to application numbers. Please note that only one application form is to be used for each grade of examination, till he becomes eligible for that grade of certification. If the candidate fails in a particular function and wants to appear in the same center, he seeks and fills up the same form. If he chooses to appear in another center, the application form needs to be sent to the center of choice of the candidate, on request by the candidate. This transfer of application form shall be from MMD to MMD. The Center where the candidate finally becomes eligible for certification, should fill up Part III of the form, detach it and send it to the Directorate.**

**Herein also included with Instructions for Application Form 15 (EXN-3) are Form DO and Form IN, the details of which are given below:**

**1) Form DO : This form is used to inform candidates that during assessment certain deficiencies have been noticed with respect to their submission or attachments alongwith the main application form and they have been conveyed the same.**

**2) Form IN : This form is used for conveying ineligibility of a candidate for the examination for which he applied, after scrutiny and assessment at Examination Center.**

**Copies of these Forms (DO and IN) have been made and distributed. If you run short of these Forms (DO and IN) at a later stage, please make copies of it for necessary further use.**