

DIRECTOR GENERAL OF SHIPPING		
Authorised by	EAC Branch File No: ENG/EXAM-17(9)/99	EACQMP Chap VI
DYCS	Instructions to Examiners	Circular 027
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(1) From January 2001 onwards all FVE and SGED answer scripts will be evaluated, corrected at the respective examination centers, where the examinations are conducted. The answer scripts shall be evaluated / corrected by the local examiner of engineers or by any other examiner from the industry / technical institution, whose name is pre-approved by the Chief Examiner of Engineer. In the conduct of orals also a separate examiner should be inducted, besides the examiner from the department.

(2) No answer scripts need to be sent to the Directorate hereafter for the purpose of any assessment or scrutiny unless specifically asked for by the Directorate. The Local Examiners of Engineers must have the scripts scrutinized by himself or by his nominee. These scripts need to be stored at the examination center, till such time the results are approved by the Chief Examiner of Engineers.

(3) The composition of the results for the time being is to be sent only in hard copy in the appropriate formats, (EXN15R(SGED), EXN37BC-rev.1, EXN15R(FVE), EXN37BC-rev.1). Subsequently, when the appropriate software is made ready, the same is to be fed into the programme and both the hard copy as well as the electronic data is to be sent simultaneously.

(4) The compilation of the examiners for Class IV (new) has already been issued earlier and the same panel is to be used for SGED and FVE exams. However, if the Local Examiner of Engineers, feels the necessity of inducting any new examiner for the purpose, he may do so with the prior permission of the Directorate. In the case of each proposal to the Chief Examiner of Engineer, for an examiner for written scripts or orals, the bio-data of the examiners must be included.

(5) Only after the candidate is declared passed in the particular grade of examination, should the "DGS final register" be sent to the Directorate complete with photographs, signature and the application forms duly filled in and endorsed. Such application (EXN-3 (Form 15)) in required numbers can be obtained from Principal Officer of the District.

(6) Adequate security features like coding of answer papers, random generation of candidates for orals, secrecy in terms of candidate's identity must be maintained at all times to ensure strict confidentiality

(7) A method of Examiner monitoring system must be developed by the Principal Officer of the regional examination centers to ensure that there is fair and just practices by the examiner in discharging his functions. The Examiner of Engineers may recommend cancellation of any examiner from the panel, to the Local Principal Officer / Directorate, giving due justification. The core structure of a such a monitoring system must be conveyed to the Chief Examiner of Engineers

(8) A system of Appellate must be set up which should include the Principal Officer of the District and prominent members of the industry with atleast one member nominated by the Directorate, for candidates to be able to represent their difficulties. The Chief Examiner of Engineer must be conveyed the composition of the appellate, the period of tenure and the terms of appointment.