

DIRECTOR GENERAL OF SHIPPING		
Authorised by	EAC Branch	EACQMP Chap V1
DYCS	Instructions to Examiners	Circular 055
	Issue No. 00	Dated:20th November,2003

Subject:- Delay in examination process and in the issue of Certificate of Competencies

There have been increasing number of complaints from the candidates and the industry about the delay in the examination process as well as the delay in the issue of Certificate of Competencies. The exhaustive analysis of the entire process of examination upto the issue of COCs has been carried out at the Directorate and a number of areas have been identified, which can be realigned for expeditious delivery of COCs, for the time being. A numbers of circulars have been issued in this matter as instructions viz. Circular No. 18, 19, 22, 26 and 27. All the circulars lay down guidelines, time period for delivery of result etc. in general, expediting the examination and certification process. Owing to practices prevailing at various centers and the difficulties that are being encountered in the form of response from candidates with reference to their deposition of photos, fees, presentation for orals etc. there needs to be a change in the process of delivery of result.

The following measures are to be adopted immediately to ensure that there are no delays in the entire process of issue of COC:

- (1) As soon as the candidate completely passes the grade of examination for which he has applied or sought exemption from, deposited the fees and his photos, and in effect completed the entire process and eligible for issue of COC, then the DGS final register alongwith necessary enclosures must be sent on the very day or latest by the next day to DGS for preparation of COC.
- (2) At the end of the completion of the examination process for the month, the result must be compiled, as per existing practical and sent to the Chief Examiner of Engineers at the Directorate for final approval. Results however, can be declared earlier at the examination centers itself. The process of conducting orals must be in accordance with the circulars issued earlier.
- (3) The process of corrections of written examination papers must be in accordance with the circulars issued earlier. Model answer papers must be issued alongwith the coded answer sheets on the very next day of the conduct of the examination, if not on the same day.
- (4) The entire process must be marked on a chart and a log kept of the various activities and the same must be conveyed by e-mail as well as by hard copy to the Directorate for information and to enable the Chief Examiner of Engineers to monitor the process. " In house" monitoring must be carried out by the Examiner of Engineers to ensure there are no bottlenecks of delay.

These practices are keeping in line with the circulars issued earlier and for the immediate need of expeditious delivery of COC