

<b>DIRECTOR GENERAL OF SHIPPING</b>		
<b>Authorized by</b>	<b>EAC Branch Eng/Exam-17 (9)/99-II</b>	<b>EACQM:0722</b>
<b>Chief Surveyor with Government of India</b>	<b>Instructions to Examiners</b>	<b>Circular No.115</b>
	<b>Issue No. 00</b>	<b>Dated:04th August, 2010</b>
<b><u>Sub: Guidelines for Examination &amp; Certification of NCV Engineers</u></b>		
<p>In order to streamline the processing of NCV examination &amp; certification, following guide lines have been prepared. These may be applied uniformly by all the MMD's with immediate effect.</p>		
<b><u>NCV CH-IV :</u></b>		
<ol style="list-style-type: none"> <li>1. Eligible candidates as per Flow Diagram No.4 (page III/19) of Meta Manual Volume-I may make an application to the MMD for assessment of eligibility for examination.</li> <li>2. After satisfactory completion of assessment for eligibility, MMD's shall issue eligibility-letter to the candidate in order to enable him to attend the preparatory classes conducted by the Institute of Marine Engineer (IME) and appear for the written examinations, conducted by the IME.</li> <li>3. Successful candidates in written exams shall then approach respective MMD for issuance of Exn-45. After verifying the results with IME, MMD shall issue EXN-45 to the candidates.</li> <li>4. After completion of 6 months sea service only on board Indian near-coastal/river-sea vessels, with TAR book, and the advanced safety training courses, candidates shall approach respective MMD for oral examination. After completion of assessment for eligibility in all respects, MMD shall then allow the candidate for oral examination.</li> <li>5. MMD shall then forward applications of the candidates successful in written &amp; oral examination to DGS along with all supporting documents (i.e. copies of sea service testimonials, CDC endorsement, sea service verification, examination details etc.) for preparation of COC.</li> <li>6. After receipt of application, DGS will scrutinize &amp; prepare COC. The onus of verification of authenticity of qualifying sea service and other documents lies with the concerned MMD. In case of any candidate's sea service &amp; documents found to be suspicious, matter may be referred to the Chief Examiner of Engineers with appropriate justification for such suspicion, for further necessary action.</li> </ol>		
<b><u>NCV CH-III (Second Engineer Officer):</u></b>		

1. After having passed NCV CI-IV, the candidate needs to obtain minimum 12 months of sea-service on board any Indian near-coastal/river-sea vessel as Officer-in-charge of Engineering watch. The 12 months required sea service shall be counted from the date of issuance of COC (i.e. NCV CI-IV) by the DGS. Eligible candidates shall submit application to the IME for scrutiny of sea service. After scrutiny, IME shall allow the candidates for attending the preparatory classes and IME shall forward candidate's application with all supporting documents (i.e. copies of sea service testimonials, CDC endorsement, company letter, COC etc.) along with required fees, immediately to respective MMD for verification of eligibility. After completion of assessment for eligibility in all respects, MMD shall forward list of eligible candidates to IME for conduct of written examinations.
2. Successful candidates in written exams shall approach respective MMD for oral examination. After verifying the results with IME, MMD may allow the candidate for oral examination.
3. MMD shall then forward applications of candidates successful in written & oral examinations to DGS along with all supporting documents ( i.e. copies of sea service testimonials, CDC endorsement, sea service verification, examination details etc.) for preparation of COC.
4. After receipt of application, DGS will scrutinize & prepare COC. The onus of verification of authenticity of qualifying sea service and other documents lies with the concerned MMD. In case of any candidate's sea service & documents found to be suspicious, matter may be referred to the Chief Examiner of Engineers with appropriate justification for such suspicion, for further necessary action.

**NCV CI-III (Chief Engineer):**

1. After having passed NCV CI-III (Second Engineer Officer), the candidate needs to obtain minimum 12 months of sea-service on board any Indian near-coastal/river-sea vessel as Second Engineer Officer or Officer-in-charge of Engineering watch. The 12 months required sea service shall be counted from the date of issuance of COC (i.e. NCV CI-III- Second Engineer Officer) by the DGS. Eligible candidates shall submit application to the IME for scrutiny of sea service. After scrutiny, IME shall allow the candidates for attending the preparatory classes and IME shall forward candidate's application with all supporting documents (i.e. copies of sea service testimonials, CDC endorsement, company letter, COC etc.) along with required fees, immediately to respective MMD for verification of eligibility. After completion of assessment for eligibility in all respects, MMD shall forward list of eligible candidates to IME for conduct of written examinations.
2. Successful candidates in written exams shall approach respective MMD for oral examination. After verifying the results with IME, MMD may allow the candidate for oral examination.
3. MMD shall then forward applications of candidates successful in written & oral examinations to DGS along with all supporting documents ( i.e. copies of sea service testimonials, CDC

endorsement, sea service verification, examination details etc.) for preparation of COC.

4. After receipt of application, DGS will scrutinize & prepare COC. The onus of verification of authenticity of qualifying sea service and other documents lies with the concerned MMD. In case of any candidate's sea service & documents found to be suspicious, matter may be referred to the Chief Examiner of Engineers with appropriate justification for such suspicion, for further necessary action.

**Revalidation of NCV COC's:**

For revalidation of any of the above COC the verification of the pre-requisites is to be carried out by the concerned MMD prior revalidation and recommendation made to the DGS for issuance of revalidated COC.

This issue with the approval of the Chief Examiner of Engineers.

**Sd/-**

**(K.M.Rao)**

**Engineer & Ship Surveyor -cum - DDG (Tech.)**