



भारत सरकार / GOVERNMENT OF INDIA

पोत मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

टेलीफोन: 91-22-2575 2040/41/42/43/45 "बिटा बिल्डिंग", 9 वी मंजिल / "BETA BUILDING", 9th FLOOR Tele: 91-22-2575 2040/41/42/43/45

फैक्स: 91-22-2575 2035/29

आय-थिंक टेक्नो कॅम्पस / I-THINK TECHO CAMPUS

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मुंबई - 400 042 / MUMBAI - 400 042

No: ENG/MISC-29(34)/2010-Pt. II

Date: 31.12.2013

Subject: Procedure for Empanelment as External Examiners for Examination.

Sir,

I am directed to enclose herewith the notice of procedure for empanelment as External Examiners for Engineering and Nautical Examination for information. You are requested to give it a wide publicity to ensure empanelment of a large number of external examiners.

Yours faithfully,

[S. S. Gadkar]

Engineer & Ship Surveyor-cum-DDG[Tech.]

Encl: As stated above.

To

1. All MMD's
2. Computer Cell with request to update the notice on DGS Website.
3. Hindi Cell with request to translate the notice and forward to Engineering Branch

NOTICE

Applications are invited from marine professional who are interested in being empanelled as external examiners in the Directorate and MMD's for conducting Nautical and Engineering competency examinations. Applications received between 1st of January 2014 and 28th February 2014 will be considered for eligibility towards empanelment in the year 2014. The procedures to be followed for empanelment are as outlined below:-

PROCEDURES FOR EMPANELMENT AS EXTERNAL EXAMINERS FOR EXAMINATIONS

Procedures for approval of external examiners for marine engineering examinations are currently being followed as per Instructions to Examiners Circular No 116 dated 30.08.2011 which is available on the DGS website. Procedures for approval of external examiners for nautical grade examinations are as per NT- EXAM (Oral) ref. EACQM.0542 (dated 27.11.2003). In order to create a pool of external examiners commensurate with the increase in number of candidates, it is necessary to approve a large number of external examiners for the timely conduct of various grades of examinations. Following procedures are required to be adopted for approval of external examiners pertaining to the various grades of examinations.

All applicants who are interested in being external examiners for MMD examinations are requested to apply to the Principal Officers of the respective Mercantile Marine Departments of their area of residence with their bio-data in the attached format (**Annex I**) between 1st January 2014 to 28th February 2014.

Principal Officer of the District will appoint a panel consisting of the Examiner(s) of Engineers/Examiner of Master & Mates and the Principal Officer to evaluate the eligibility of applicants. All applications received between 1st January 2014 and 28th February 2014 will be evaluated by the designated panel in the individual MMD's and consolidated report with the recommendations of the panel will be forwarded to the Directorate by 15th March 2014.

Recommendations received from all MMD's will be reviewed by a panel in the Directorate and the report submitted to the Chief Examiners for final approval. Consolidated list of approved external examiners will be conveyed to all MMD's and displayed on the DGS website by end March 2014.

The minimum qualifications and training schedule for external examiners for various grades of examinations are as follows:-

- 1) **Annex II** - Minimum Qualifications & Training Schedule for External Examiners of Engineering Examination
- 2) **Annex III** - Minimum Qualifications & Training Schedule for Nautical Examiners of Nautical Examination

Notes:

1. No prior approval need be taken from the Chief Examiner for training the prospective external examiner. However, before the external examiner is allowed to participate formally in oral examinations, his candidature shall be approved by the Chief Examiner. While recommending the approval of the external examiner to the Chief Examiner, the Examiner of the MMD must certify the bona fides and integrity of the prospective external examiner. The Chief Examiner reserves the right to invite the prospective external examiner, for demonstrating his ability by conducting oral examinations, if required.
2. Prospective examiners will not be associated with any training institute conducting preparatory courses (This is not applicable to faculties from the Government institute.) or should not be undertaking private coaching in any manner.
3. External examiners who have not upgraded their COC's to STCW 95 amendments, will be approved for written functions only.
4. However, the Chief Examiner may, if the circumstances so warrant, exercise his authority to nominate any applicant as an external examiner even with less experience if the said candidate is found otherwise duly qualified and competent. Such cases must be recorded on file.
5. If an already approved examiner for a particular grade of oral examination (Internal/ External) is not effectively involved in oral examination activity for atleast 12 months in last 5 years, then he will have to be associated with teaching/ assessment related work for six months in last one year and undertake functions only as per para 1.2.4.5 of Annexure III
6. An examiner approved for higher grade will automatically be eligible to conduct oral exam of all other examinations considered to be of lower capacity.
7. All approved external examiners will have to submit minimum twentyfive questions per year for each of the functions they are approved for conduct of examination
8. Remuneration shall be as per relevant DGS Circular as amended from time to time.

List of Annexures:

- a. Annex I - Application for nomination as external examiner.
- b. Annex II - Minimum Qualifications & Training Schedule for External Examiners of Engineering Examination.
- c. Annex III - Minimum Qualifications & Training Schedule for Nautical Examiners of Nautical Examination.
- d. Annex IV - Format for recommendation from head of the organization.
- e. Annex V - Recommendation and record of conducting oral examination.
- f. Annex VI - Approval to conduct oral examination in capacity as Internal* / External* assessor for Certificate of Competency as under M.S. (STCW) Rules, 1998
- g. Annex VII - Format for recommendation from head of the organization.
- h. Annex VIII - Recommendation and record of conducting oral examination
- i. Annex IX - Approval to conduct oral examination in capacity as External* assessor for Certificate of Competency as under M.S. (STCW) Rules, 1998

Annex I

To,
Head of Organisation

Sub: APPLICATION FOR NOMINATION AS EXTERNAL EXAMINER

Sir,

I may be considered for approval as external examiner for the grade My experience and other details are appended here under.

1. Name :
2. Date of Birth :
3. Address for correspondence :
4. Tel./ Email :
5. Name/ Address of present employer :
6. Highest Educational Qualification :
7. Highest Professional Qualification :
 - 7.1 Certificate of Competency (Grade / No. & Issuing Authority)
 - 7.2 Others (Merchant Shipping related):
8. Experience* :
 - 8.1 Total Sea-service on Merchant Ships (as per CDC records) :
 - 8.2 Shore experience (Merchant Shipping related) :
 - 8.2.1 Teaching experience of Competency courses.:
 - 8.2.2 Others (Merchant Shipping related) :
 - 8.3 Whether involved in any formal disciplinary/inquiry proceedings in the past:
If yes, details thereof :

Signature of Applicant

* Please attach copies of documentary evidence

Minimum Qualifications & Training Schedule for External Examiners of Engineering Examination

A) Class IV (B) - Operational level:

1 Minimum Qualifications:

.1 MEO Class I (Motor or Steam or both, as the case may be), with either one year sailing experience as Chief Engineer or Second Engineer / two years as a faculty in a DGS approved maritime training institute.

.2 Graduate in Naval Architecture for Function 3.

.3 Graduate in Electrical and /or Electronics for Function 5.

2 Training Schedule:

.1 Participation in ten (10) functions each, for which approval is to be accorded, as part of a team with approved internal examiner.

.2 a panel consisting of Examiner of Engineers of the MMD and Principal Officer of the district will evaluate the eligibility will submit a report to the Engineering Exam cell of the DGS

B) Class II (B)- Management level:

1 Minimum Qualification:

.1 Educational qualifications as per A(1) above and having conducted orals of minimum one hundred (100) candidates as an examiner for MEO Class IV(Motor) and / or fifty (50) MEO Class IV(Steam) candidates, as applicable, respectively.

2 Training Schedule:

.1 participation in fifteen (15) functions each for which approval is to be accorded as part of a team with approved internal examiner

.2 a panel consisting of Examiner of Engineers of the MMD and Principal Officer of the district will evaluate the eligibility will submit a report to the Engineering Exam cell of the DGS

C. Class I- Management level.

1 Minimum Qualification

- .1 M.Sc. from WMU, Malmo or PGDMOM (Post Graduate Diploma Program in Maritime Operations and Management) or Extra First Class Certificate of Competency and having conducted orals of minimum one hundred (100) candidates as an examiner for Class II(Motor) and / or fifty (50) MEO Class II(Steam) candidates, as applicable, respectively.

2 Training Schedule

- .1 Twenty Five (25) candidates - As part of a team with approved internal examiner.
- .2 a panel consisting of Examiner of Engineers of the MMD and Principal Officer of the district will evaluate the eligibility will submit a report to the Engineering Exam cell of the DGS.

Minimum Qualifications & Training Schedule for Nautical Examiners of Nautical Examination

1.1 Following apply to all examiners:-

- 1.1.1 He should be holder of Certificate of Competency as Master (FG) and
- 1.1.2 He should be currently teaching in Competency Courses with Maritime training in a DGS approved institute.
or
As technical superintendent currently involved in a reputed shipping company
or
An ex-approved examiner of Directorate and its allied offices and during course of his service involved with technical / training maritime activities for atleast 1 year in last 5 years.
or
Holder of Extra-Master's Certificate of competency or MSC (Maritime Safety Administration / Maritime Training from WMU or any equivalent higher qualification for this purpose.
or
having performed functions considered to be equivalent to the seagoing service.

1.2 Following additional criteria applies for nomination for respective grades of examinations:-

1.2.1 NWKO (NCV)

- 1.2.1.1 At least 6 months experience ashore in one of the activities as in 1.1.2 above; and
- 1.2.1.2 To conduct 5 oral examinations under observation of approved internal examiners.

1.2.2 2nd Mate (F.G.)/ 1st Mate (NCV)

- 1.2.2.1 At least 1 year experience ashore in one of the activities as in above in last 5 years.
Or
One year command experience on sea-going merchant trading vessels in last 5 years; and
- 1.2.2.2 To conduct 5 oral examinations under observation of approved - internal examiners.

1.2.3 1st Mate (F.G.)/ Master (NCV)

- 1.2.3.1 Approval to conduct NWKO (NCV), 1st Mate (NCV) and 2nd Mate (FG) orals; and

- 1.2.3.2 At least 3 years experience ashore in one of the activities as in 1.1.2 above in last 7 years
or
3 years command experience on sea-going Merchant trading vessels in last 7 years
or
He should have successfully completed course of:-
Extra Master
or
MSC (Maritime Safety Administration / Maritime Training) from WMU
or
any equivalent qualification for this purpose; and
- 1.2.3.3 To conduct 5 oral examinations under observation of approved internal examiners.

1.2.4 Master (F.G.)

- 1.2.4.1 Approval to conduct various exams upto 1.2.3 above; and
- 1.2.4.2 He should have successfully completed course of:-
Extra Master
or
MSC (Maritime Safety Administration / Maritime Training) from WMU
or
any equivalent qualification for this purpose; and
- 1.2.4.3 At least 5 years experience ashore in one of the activities as in 1.1.2 above in last 10 years
or
Five years command experience on sea-going Merchant trading vessels in last 10 years; and
- 1.2.4.4 To conduct 5 oral examinations under observation of approved internal examiners; and
- 1.2.4.5 To conduct oral exam before Chief Examiner of Master & Mates for final approval.

FORMAT FOR RECOMMENDATION FROM HEAD OF THE ORGANISATION

To,
The Chief Examiner of Master & Mates
The Directorate General of Shipping,
9th Floor, "Beta" Building
I Think Techno Campus
Kanjur Marg Village Road,
Kanjur Marg (E) – 400 042

Sub : **Nomination of External Examiners for orals examination of Master & Mates.**

Sir,

I am to refer to Nautical Exam. Circular No. NT-EXAM (04)/2003 dated 5th November, 2003 on the subject and to confirm that Capt. _____ holder of Certificate of

Competency Grade / No. _____ issued on

_____ conforms to the criteria indicated under para _____ of the aforesaid circular for

nomination as external examiner.

2. Capt. _____ has been working in the capacity of

_____ in M/s. _____ for the last _____ years and is recommended for nomination as external examiner for 2nd Mate / 1st Mate / Masters* orals examination. Copy of his application with relevant information is enclosed.

3. All of and having completed oral examinations as per enclosed training record, he is hereby recommended to conduct orals for
.....

Yours Sincerely,

(Name & Signature of the Head of the Organization.)

Enclose: Copy of application of candidate (Annex I)
Record of training (Annex 3)

- Delete as appropriate

Annex V

File No:.....

To,
The Chief Examiner of Master & Mates
The Directorate General of Shipping,
9th Floor, "Beta" Building
I Think Techno Campus
Kanjur Marg Village Road,
Kanjur Marg (E) – 400 042

Sub: RECOMMENDATION AND RECORD OF CONDUCTING ORAL EXAMINATION

Approval/ recommend for conducting orals for the grade of

1. Name:..... Rank
2. CoC (or other qualification) held CoC No.....
3. Record of the training for oral examination for grade of 2nd Mate (FG) / 1st Mate (FG) / Master (FG) / NWKO (NCV) / Mate (NCV) / Master (NCV) *

Sr. No.	Date	Name of the candidate	Grade Function	Observed / Conducted (As applicable)	Name of approved examiner (under whom, observed / conducted)	Signature of approved examiner
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

* Delete as applicable

Annex VI

File No.:

Date:

**Approval to conduct oral examination in capacity as Internal* / External* assessor for
Certificate of Competency as under M.S. (STCW) Rules, 1998**

This is to certify that _____, holder of Certificate of Competency as Master / Extra Master No. _____, is hereby authorized to conduct oral assessment for the following grades of CoC*:-

1. Navigational Watch-keeping Officer (NCV)
2. Mate of a Home Trade Ship (NCV)
3. Master of a Home Trade Ship (NCV)
4. Second Mate of Foreign-going Ship
5. First Mate of Foreign-going Ship
6. Master of Foreign-going Ship

**Chief Examiner of Master & Mates
Directorate General of Shipping**

Note: Delete which is not applicable

1. Concern Examiner.
2. Head of Nautical Examiner when external exam will assist.
3. EAC Branch
4. DGS web site.

FORMAT FOR RECOMMENDATION FROM HEAD OF THE ORGANISATION

To,
The Chief Examiner of Engineers
The Directorate General of Shipping,
9th Floor, "Beta" Building
I Think Techno Campus
Kanjur Marg Village Road,
Kanjur Marg (E) – 400 042

Sub : Nomination of External Examiners for examination of Engineers.

Sir,

I am to refer to Instructions to Examiners Circular No 116 dated 30.08.2011 on the subject and to confirm that Shri _____, holder of Certificate of Competency Grade / No. _____ issued on _____

conforms to the criteria indicated under para _____ of the aforesaid circular for nomination as external examiner.

2. Shri _____ has been working in the capacity of _____ in M/s. _____ for the last _____ years and is recommended for nomination as external examiner for MEO CL-IV/ MEO CL-III/ MEO CL-I examination. Copy of his application with relevant information is enclosed.

3. All of and having completed oral examinations as per enclosed training record, he is hereby recommended to conduct orals for

Yours Sincerely,

(Name & Signature of the Head of the Organization.)

Enclose: Copy of application of candidate (Annex I)
Record of training (Annex III)

- Delete as appropriate

Annex VIII

File No:.....

To,
 The Chief Examiner of Engineers
 The Directorate General of Shipping,
 9th Floor, "Beta" Building
 I Think Techno Campus
 Kanjur Marg Village Road,
 Kanjur Marg (E) – 400 042

Sub: RECOMMENDATION AND RECORD OF CONDUCTING ORAL EXAMINATION

Approval/ recommend for conducting orals for the grade of

4. Name:..... Rank
5. CoC (or other qualification) held CoC No.....
6. Record of the training for oral examination for grade of MEO CL-IV/ MEO CL-II/ MEO CL-I

Sr. No.	Date	Name of the candidate	Grade Function	Observed / Conducted (As applicable)	Name of approved examiner (under whom, observed / conducted)	Signature of approved examiner
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

* Delete as applicable

Annex IX

File No.:

Date:

Approval to conduct oral examination in capacity as External* assessor for Certificate of Competency as under M.S. (STCW) Rules, 1998

This is to certify that _____, holder of Certificate of Competency as MEO Class-I/ Extra First Class No. _____, is hereby authorized to conduct oral assessment for the following grades of CoC*:-

1. MEO Class-IV
2. MEO Class-II
3. MEO Class-I

**Chief Examiner of Engineers
Directorate General of Shipping**

Note: Delete which is not applicable

1. Concern Examiner
2. EAC Branch
3. DGS web site.