

Directorate General of Shipping, Ministry of Shipping, Govt. of India, Mumbai

Chief Examiner
of Engineers

Examination, Assessment & Certification
(EAC) Branch

QMS-6.2.2

Subject: Procedure for Approval of External
Examiners for various grades of Engineers CoC
Examination.

Circular No. 132 of
2016

File No:- ENG/EXAM-17(9)/99-III
INSTRUCTION TO EXAMINERS

Dated: - 26.07.2016

1. The Directorate had issued Notice no. ENG/MISC-29(34)/2010-Pt, II dtd.31.12.2013 inviting applications from prospective candidates from shipping industry for enrollment as external examiners. This notice had also specified the procedure/eligibility criteria for Empanelment as External Examiners for MEO grade Examinations among others.
2. Noting that there has been no significant increase in the number of fresh applicants to the existing list of external examiners since the issuance of the aforesaid notice and that there has been delay in the recent past in completion of oral examination due to non-availability of the external examiners.
3. Recognizing the significance of transparency for quality assurance of the examination system by induction of external examiners from the industry who are the end users of the certified Certificate of Competency (CoC) holders and that there is an urgent need to create a large pool of external examiners to cope with the ever increasing number of examinees for smooth and timely conduct of various grades of CoC examinations.
4. Recalling the perceived apprehension of the industry on the existing lengthy procedure in the approval process of external examiners for all grades of engineers CoC examination which has been expressed to be one of the principal reasons for reluctance among well experienced MEO Class I CoC holders of the industry not being interested for enrollment as external examiners.

5. Having considered that the external examiners plays a vital role in bringing transparency and also providing assistance in the assessment of competency of seafarer during examination, the minimum norms for approval of the external examiners for various grade of engineers CoC examination has been streamlined and have been stipulated (Annex II) here under to be complied with henceforth. The existing approved external examiners will continue to be approved as examiners unless otherwise informed in writing.

6. This circular supersedes all previous circulars/guidelines/ notices on the subject of procedure of approval of external examiners for various grades of engineers COC examination.



Ashish Wankede
Engineer & Ship Surveyor –cum-DDG (TECH)

Enclosures:

- Annex I: - Application for nomination as external examiner
- Annex II: - Minimum Qualifications & Training Schedule
- Annex III: - Format for recommendation from head of the organisation.
- Annex IV: - Recommendation and Record of conducting oral examination.
- Annex V: - Declaration

To,
The Head of Organisation

.....
.....
Sub: **APPLICATION FOR NOMINATION AS EXTERNAL EXAMINER**

Sir,

This is to request you that 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. Land-LineTel.No./Mobile No. /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:

(.....Date.....)
Signature of Applicant with date of application

* Please attach copies of documentary evidence

Minimum Qualifications & Training Schedule for Approval of External Examiners of Engineering Examination

A) Class IV (B)-Operational level:

1 Minimum Qualifications:

- .1 MEO Class I (Motor or Steam or both), with experience as Chief Engineer on board merchant navy ships-
- .2 Graduates in Naval Architecture for Function-3.
- .3 Graduate in Electrical and or Electronics for Function- 5.

2 Training :

- .1 Participation in ten candidates examination (written or oral covering all 4 functions), 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 and submit a report to the Chief Examiner of Engineers.

B) Class II (B)-Management level:

1 Minimum Qualification:

- .1 Educational qualifications as per A (1) above and having conducted examination (written or oral covering all 4 functions) of minimum 20 candidates as an approved examiner for MEO Class IV (Motor or steam or both).

2 Training :

- .1 Participation in 15 candidates examination (written or oral covering all 4 functions) 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 (Engineering) of the district or Chief Examiner of Engineers will evaluate the eligibility and submit a report to the Chief Examiner of Engineer.

C. Class I-Management level.

1 Minimum Qualification:

- .1 Educational qualifications as per A (1) above and having conducted examination (written or oral covering all 4 functions) of minimum 30 candidates as an approved examiner for MEO Class II (Motor or steam or both).

2 Training:

- .1 Participation in Twenty Five (25) candidates examination (written or oral) 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 (Engineering) of the district or Chief Examiner of Engineers will evaluate the eligibility and submit a report to the Engineering Exam cell of the Chief Examiner of Engineer.

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) – 400042

Sub: Nomination of External Examiners for examination of Engineers.

Sir,

I am to refer to Instructions to Examiners Circular No dated 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-II /MEO CL-I examination. Copy of his application with relevant information is enclosed

3. Shri has completed the required training as per the requirement of the circular and his training record is enclosed and he is hereby recommended to conduct orals forgrade of examination.

Yours Sincerely,

(Name & Signature of the Head of the Organisation)

Enclosures: Annex1 to Annex VI
Record of training (Annex III)

*Delete as appropriate

Annex IV

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) – 400042

Sub: RECOMMEDATION AND RECORD OF CONDUCTING ORAL EXAMINATION

It is recommended to approve the candidature ofholder of
CoC no.....as Chief Engineer Officer who is working with
.....as.....to conduct oral
examination as external examiner for the grade ofThe record of
the training oral examination for grade of MEO CL-IV /MEO CL-II/ MEO CL-I [delete which is not
applicable] are as below

Sr. No	Date	Name of Candidate	Functions observed / examined	Role during examination [Observed / Conducted]	Name of approved examiner)under whom, observed / conducted)	Signature of approved examiner
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Declaration

I-Son /
daughter of residing at

.....
(complete address including PIN and telephone no, both land line and mobile) hereby declare that on my empanelment as an External Examiner of Engineer with the Directorate General of Shipping / Mercantile Marine Department , I commit myself to conduct Examination of Engineers in accordance with the Code of Ethics {Code of ethics for examiner of engineers vide Circular No. 72 dated 4th August, 2004} and subscribe to the following statements:

- I will not discriminate because of race, colour, religion, age, sex, or national ancestry and in my job capacity will work to prevent and eliminate such discrimination in rendering service.
- I am not associated with any training institutes conducting preparatory courses for any competency examination or engaged in private teaching / tuition.
- I will not associate myself in taking examination of those candidates who are from the pre sea institutes with whom I am* / was* associated with (*delete as applicable).
- In case I find myself assigned for assessing a candidate who has undergone training in an Institute with which I am associated, I will forthwith bring to the notice of the examiner of engineers.
- I shall ensure that the fact of my association with the Directorate / MMD for the purpose of examination of candidates is not mentioned in any document including visiting cards, letter pads, etc.
- I use in responsible manner information gained in conduct of examinations.
- I treat with respect the findings, views, and actions of other examiners and use appropriate channels to express judgment on these matters.
- I perform as an external examiner within the recognised knowledge and competence of the profession
- I accept responsibility to help protect the system against unethical practice by any individuals or sections engaged in conduct of examinations.
- I support the principle of professional ethics to the candidates.
- That I have no criminal proceedings/cases instituted against me in India or abroad till date. That I have never been externed from my place of stay by any judicial authority and neither am I a proclaimed offender of any Govt., and to the best of my knowledge I bear a good moral character.
- I contribute my knowledge, skills and support for the correct evaluation of the candidates.
- I shall not be biased by social, cultural or educational background of candidate.

I agree to conduct examination as and when required and shall remain punctual for attending to the examinations and all other professional interactions whenever assigned in strict adherence with the Code of Ethics. If I am charged with an ethics violation, I understand that an

Investigation may be conducted upon receipt of a written complaint. I understand that my certification as an examiner shall be suspended or revoked and / or any action as deemed fit shall be initiated by the Chief Examiner of Engineers, Directorate General of Shipping, Govt. of India. In any case, I agree to hold the Government of India harmless for such actions.

Place: -----

Date: -----

(Signature)

(Name in Capital letters)