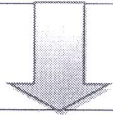


(A)

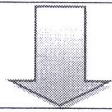
**FLOW CHART OF STANDARD OPERATING PROCEDURE**  
**[SOP] FOR ISSUANCE OF NO OBJECTION CERTIFICATE**  
**[NOC] TO CONDUCT FAMILIARISATION/ REFRESHER**  
**COURSE OF MEDICAL EXAMINERS.**

DGS approved Maritime Training Institutes having grading by CIP of B1 and above are eligible to conduct DGS approved Familiarization/Refresher Course for Medical Examiners.



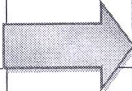
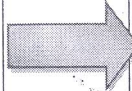
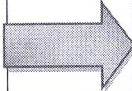
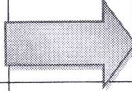
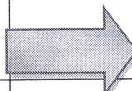
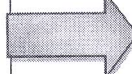
For the purpose of obtaining NOC from the Directorate for conduct of DGS approved Familiarization/Refresher Course for Medical Examiners, the specified requirements and the procedure are as under:-

- Covering Letter of the Institute seeking NOC in the letter head of the institute.
- Processing fee of Rs.5000/ by Demand Draft in favour of the Director General of Shipping, Mumbai, payable at Mumbai.
- Location of the Institute, where the course is proposed to be conducted.
- Names of the Faculty for conduct of the proposed course along with signed consent letters of the faculty.
- Lesson Plan & Course Material.
- Time Table.
- Specimen Certificate.
- Compliance with the detailed requirements specified in the Check List.



Maritime Training Institute fulfilling the criteria will be issued with the NOC for the purpose.

## CHECK LIST FOR ISSUANCE OF NOC

Name of the Institute		To be specified
Eligibility criteria		Pre-sea and Post-sea DGS approved Institutes having grading by CIP of B1 and above are eligible to apply for NOC to conduct the course.
Location of the Institute		To be specified
Faculty for conduct of the course		<ol style="list-style-type: none"> <li>1. Faculty should be a resident of the place where the course is being conducted, or from nearby areas.</li> <li>2. Copy of Certificate of Competency of Master Mariner to be submitted.</li> <li>3. Copy of Approval as DGS Medical Examiner with proof of 5 years experience as approved Medical Examiner to be submitted.</li> <li>4. Consent letter duly signed by the faculty agreeing to work in the Institute to be submitted.</li> <li>5. Teaching load matrix in case the existing faculty of Institute is being used for conduct of this course also. Alternatively, a confirmation that no existing faculty is being used to conduct the course.</li> </ol>
Course Framework		Course Framework of the Institute should be as per Sr.No.5 in Appendix – I of MS Notice No.1 of 2015 dated 16.1.2015.
Lesson Plan		It should be in consonance with Course Outline given at Appendix-I of MS Notice No.1 of 2015 dated 16.1.2015.
Time Table		It should be in consonance with Course Outline given at Appendix-I of MS Notice No.1 of 2015 dated 16.1.2015.
Non-refundable processing Fee		Rs.5000/- through Demand Draft in favour of Director General of Shipping, Mumbai, payable at Mumbai.
Specimen Certificate		As per Appendix –II of MS Notice No.1 of 2015 dated 16.1.2015