



भारतसरकार/ GOVERNMENT OF INDIA
पत्तन, पोतपरिवहन और जलमार्गमंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
नौवहनमहानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI


F. No.7-NT (36)98-Vol-II

Date -10.05.2021

NOTICE

Sub.: Notice to candidates regarding oral examinations of the nautical discipline using online video conferencing platform - reg.

1. COVID-19 pandemic is one of the biggest challenges faced by mankind. The first wave of COVID-19 pandemic in India had resulted in the deferring of the conduct of all oral examinations for a short period from April 2020. However, considering that officers of the nautical discipline are required to interact physically with various stakeholders of the maritime sector, oral examinations were resumed in June 2020 using the physical format in compliance with local regulations and social distancing norms.
2. The second wave of the COVID-19 pandemic in India has brought in additional challenges requiring further action to be taken to deal with the challenges. Considering that online video-conferencing programmes have evolved during the past year to enable conduct of oral examination of nautical discipline using such programs, it has been decided to also conduct oral examinations through the online mode in addition to the physical mode.
3. Instructions to candidates for attending oral examinations of the nautical discipline using online video-conferencing platform is enclosed at **Annexure I** of this notice. All candidates participating in oral examinations of the nautical discipline using online video-conferencing platform are required to comply with the said instructions.
4. All candidates are advised to book the slots for oral examination as per the usual practise through the e-Governance portal within the booking window of the respective month as intimated by the particular MMD. The oral examination date once approved by the MMD will be intimated as per the usual practise by email and on admit card.
5. This is issued with the approval of the Chief Examiner of Master & Mates and the Nautical Advisor to the Government of India (i/c).


10/05/2021

(Capt. G. P. Shenoy)
Nautical Surveyor-cum- Dy. DG(Tech.)

Enclosure: Annexure-I



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Annexure-I

Instructions to candidates for attending oral examinations of nautical discipline using online video-conferencing platform

1. Purpose

The purpose of this document is to provide instructions to candidates of nautical discipline for attending oral examinations using online video-conferencing platform.

2. Scope

This document applies to candidates of nautical discipline appearing for oral examinations of NWKO(NCV), Chief Mate (NCV), ASM (NCV), Second Mate (FG), Chief Mate (FG) and ASM (FG) grades of Certificate of Competency using online video-conferencing platform.

3. Requirements

The resources required for candidates to appear in oral examination using online video-conferencing platform are as follows:

3.1. Independent room: -

- needs to be well illuminated,
- distraction-free environment,
- having low ambient noise,
- have desk and chair,
- needs to have a door to prevent access to anyone from entering the room during the examination.

3.2. Primary device: A good quality desktop personal computer (or, laptop) having good resolution webcam and with good sound quality mic along with arrangements for backup power such as UPS/generator/inverter etc.

3.3. Secondary device: Mobile phone/laptop/tablet with good resolution webcam and with good sound quality mic.

3.4. Internet connectivity of 5 MBPS or above : for the primary and secondary devices.

- The candidate has to ensure good internet connection with speed of **minimum of 5 MBPS** to ensure clear audio and video when using the aforesaid devices.


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- The speed of the connection may be checked online using any available software. The candidate may use the link <https://fast.com/> on the primary and secondary devices placed in examination room and click on the 'show more' tab of this website and check that the latency (loaded) shown is **150 ms or less**.

3.5. **Online video-conferencing software and remote desk software**: Details of the video-conferencing software and remote desk software that will be used during the examination will be provided in the admit card of the candidate. Candidates are advised to familiarise themselves with available online video-conferencing software such as Microsoft teams, Zoom, Google Meet, etc.

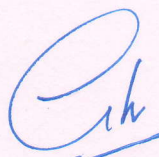
4. **Positioning of furniture and devices in examination room**

- The desk should be placed with one side touching the wall of the room.
- The primary device will be placed on the desk so as to face the candidate with **both** the webcam and mic **on**.
- A chair should be placed in front of the desk and so placed that when the candidate is seated for the examination facing the primary device, the upper body and hands should be in a viewable position at all times for the examiner.
- It should be also ensured that there are no background lights behind the candidate when sitting in front of the desk, as such lights may hamper a clear view of the candidates face.
- The secondary device should be placed with the webcam **on** and mic **muted** at a reasonable location offering a decent view of the back of the oral candidate and the full room.
- The door is to be kept locked during the exams.
- No other person is permitted to be present in the room during the examination.
- The candidate shall not use any background effects for the webcam video in the primary and secondary device.
- All examination related study material must be removed from the room and the desk will be required to be clear except for the items required for the examination (i.e. blank papers, pencil, eraser and pen).
- The candidate should keep his admit card (soft copy on the primary device is permitted), CDC, passport and other requisite STCW certificates (copies of which have been submitted at the time of assessment) in readiness.
- The candidate may be required to use the online drawing tools, or Pen/Paper as per the instruction of the examiner which may be a part of the examination process to verify the candidates understanding of the subject and/or the practical element. All candidates are therefore suggested to familiarize themselves with the interface of software such as Microsoft teams, Zoom, Google Meet, and the tools available in the software.


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5. General instructions to the candidate

- 5.1. The candidate is required to follow the existing process of assessment and oral examination booking through the respective MMD. The schedule of the booking window will be intimated by the respective MMD as was being done earlier. Accordingly, candidates may book the slots for oral examination through the e-Governance portal within the booking window in the respective month. The Admit card with the examination date for the oral examination should be downloaded from the e-governance portal, once the booking is approved by the MMD.
- 5.2. The date of the oral examination mentioned in the admit card is final. The MMD will not entertain any request for a change in the date of oral examination from the candidates. However, the MMD concerned shall intimate the candidate in advance if there is any change in the date of oral examination due to any administrative or other reasons.
- 5.3. It may also be noted that the oral examination schedule will not be published in any public domain and only be intimated by email and the admit card. In case the candidate has not received the email or any update on the admit card with regards to the oral examination date by the second last day of the preceding month of the examination, then the candidate may email the respective MMD to confirm on the dates.
- 5.4. Candidates shall be ready on the allocated date by 0930hrs and be dressed in **Formals**. The attendance will be taken at this time and the candidate will be deemed absent in the event he/she is unreachable or unable to connect using the online platform.
- 5.5. The candidate will join the meeting by logging in on the primary and secondary device using video-conferencing software. The link for the online oral examination will be shared via email with the candidate before the commencement of the examination.
- 5.6. The details of the online video-conferencing software for conduct of oral examination and the remote desk software that will be used will be stated in the email sent to the candidate containing the joining link. On receiving the link, the candidate will enter his full name and login as a 'Guest' and thereafter be standby in the room. After the candidate logs in, the examiner will check candidates video and audio quality and also to ensure compliance with the requirements as per this notice.
- 5.7. In the event a candidate is not able to connect for the online oral examination due to connectivity or any other issues, the examiner will allow some time for the candidate to sort the issues. In the event the candidate is still unsuccessful in connecting at the link within the timeframe provided by the examiner, or the examiner observes any deviance from the requirements of this notice, the candidate will be deemed as absent and the result updated accordingly. Considering the foregoing, it is in the candidates' interest to do a trial run few days in advance so as to avoid any issues at the time of the examination.
- 5.8. During the oral examinations, the candidate should ensure that the video is continuously kept on. Candidates are also not allowed to mute the microphone during the oral examination.


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- 5.9. The Candidate is refrained from looking away from the camera.
- 5.10. The Candidate is also not allowed to use any electronic device such as mobile phone, Tablets, etc., for internet searches or any other purposes during the oral examination.
- 5.11. The Candidate shall not use books, notes or any other material during the oral examination.
- 5.12. All Candidates are also cautioned against taking any external assistance during the examination.
- 5.13. The Candidate shall not make any attempt to record the oral examination which will be considered as misconduct.
- 5.14. Any violation of the instructions as specified in this document or any misconduct during the examination may attract strict action as applicable under the applicable rules, which may include cancellation of examination and debarment from appearing in the examination for a specified period.
- 5.15. In the event a candidate terminates on his part the online oral examination, the candidates will be deemed to be failed.
- 5.16. The Nodal Officer for the nautical discipline oral examination is the 'Examiner of Master and Mates' of the respective MMD and may be contacted in case of any issues/queries through the following email address:-
- MMD Mumbai : examn.mum-mmd@gov.in
 - MMD Noida : mmdnoida@gmail.com
 - MMD Kolkata : kolkata@mmd.gov.in
 - MMD Chennai : chennai-mmd@gov.in
 - MMD Kandla : kandla-mmd@gov.in
 - MMD Kochi : exam.mmd-ker@gov.in


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