

DIRECTOR GENERAL OF SHIPPING		
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Dy. Chief Surveyor with the Govt. of India	Instructions to Examiners	Circular No. 008
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From March 2000 onwards the following instructions are issued for necessary compliance:

(1) The information regarding approximate total candidature for the examinations under MEO 1998 Rules and 1989 Rules must be conveyed at-least one month in advance so as to enable us to prepare the question papers.

(2) The question papers for the old stream i.e. MEO 1989 Rules will be as per the old pattern and theoretical papers under MEO 1998 Rules will be under the new pattern as circulated. The Mathematical paper will remain the same for the time being.

(3) Any query on the question paper arising in the examination hall after distribution of the papers by the candidates must be decided in the following manners:

(a) If any data is missing or claimed to be missing by the candidate they may be instructed to assume the data but make a clear note on their answer sheet stating the nature and value of the data that is assumed.

(b) If there is any erroneous data claimed by the candidate then he can represent to the invigilator who can either arrange to rectify the data on the spot by any pre-assigned value or suggest remedial data with his experience and knowledge or after consultation with the Examiner of Engineer.

(c) If there is any question which has been wrongly marked then the Examiner of Engineers can use his discretion in giving the appropriate marks on the paper. However, the clear indication of that with accompanying letter must be issued to the Directorate General of Shipping (Engineers Examination Section).

(d) Under no circumstances should query be sought on the day of examination from the Directorate General of Shipping which will cause delay and inconvenience to the candidate.

(e) In the event, question papers set for a particular month does not reach in time for the examination, the emergency set which is changed every year must be used.

(f) All question papers from January 2000 onwards are take away papers. Only those question papers which are left over should be returned to the Directorate.

(g) In the event the question papers are found short in a particular set of question papers in terms of the number of candidates appearing for the examination then Xerox copies of it must be made immediately and provided to the candidates. The time lost for the Xeroxing must be compensated for the candidates. However, all efforts must be made to inform the Directorate of the total number of candidates appearing for each grade and each subject so that question papers do not fall short when distributed.

(h) Each question paper set received during the month must be counted and recorded. If any question paper packet falls short then the Directorate must be immediately informed. In the event that there is not enough time to procure owing, to holidays or some other causes, then question papers from the emergency set must be used for that particular paper only.

(i) Question papers packets must be opened only in the examination hall, 5 minutes prior to commencing the examination.

(j) If there are any marks or indication in the question paper then the issue of such question papers must be avoided as far as possible. For the time being since some of these are old question papers, there is a possibility that there must be some indications or marks left on the question papers.

(k) All question papers must be stored in a safe and secured properly. Full proof arrangements must be devised to eliminate leakage. The Examiner of Engineers is personally responsible for the proper conduct of the examinations, its security and confidentiality.

(l) The procedure for conduct of examination must be adhered to as laid down in the quality manual. If there is any deviation it must be duly recorded and followed.