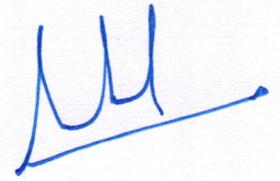


DIRECTORATE GENERAL OF SHIPPING, MINISTRY OF SHIPPING, GOVT. OF INDIA, MUMBAI		
	TRAINING BRANCH	Ref : QMS 7.0 IS / ISO Clause No. 7.1
	Guidelines for Online Exit exam for DGS approved modular courses	File No. TR/Misc/9(2)/201 9
Approved by : Director General of Shipping, GoI	DGS Circular No. : 17 of 2020	Dated 24.04.2020

1. Whereas the 2010 amendments to “Standards of Training, Certification and Watchkeeping for seafarers” (STCW) 1978, Convention as amended, required maritime administration to control, monitor and supervise the Maritime Training Institutes (MTI) approved for conducting the maritime courses.
2. Whereas the 2010 amendments to “Standards of Training, Certification and Watchkeeping for seafarers” (STCW) 1978, Convention as amended, also required maritime administration to approve the maritime courses conducted by the Maritime Training Institutes approved by the maritime administration.
3. Whereas the 2010 amendments to “Standards of Training, Certification and Watchkeeping for seafarers” (STCW) 1978, Convention as amended, additionally required that the seafarers / candidates are imparted training and assessed for the stated competency.
4. Whereas the assessment of training imparted for modular courses was carried out by the MTIs and course certificates were issued by the MTIs.
5. Whereas the MTIs were required to maintain data related to the training and assessment of various maritime courses conducted by them.
6. Noting that a uniform methodology was required to carry out assessment of a candidate for the desired competency.



7. The Directorate has decided to implement an online exit examination for the STCW modular courses listed in Annexure - 1. In the initial phase, the exit examination shall be mandatory for certification for the maritime courses as listed in Annexure - 1. Subsequently, the remaining modular courses shall be added as and when ready for implementation. The procedures to be followed by the MTI and candidates to conduct / undertake an exit exam are given in the below para.

8. **Procedures**

Procedures to be followed by the Maritime Training Institutes and candidates are described below

8.1. **Procedures to be followed by MTI**

Step 1 -MTIs shall upload batch details for the STCW course (Listed in Annexure - 1) as per the existing procedures for uploading batch details in the DGS e-governance portal.

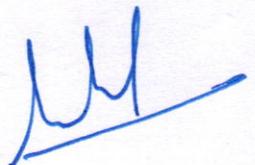
Step 2- Visit the DGS website www.dgshipping.gov.in and click on "**Exit Exam**" button **OR** visit www.dgsexams.in directly.

Step 3-Click Institution "**Login here!**" button.

Step 4-Enter the 6 digit MTI Number (allotted to your MTI) and click on "**GET OTP**" button. (A one time Password will be sent to your registered email Id and registered mobile number in the DGS E- Governance system).

Step 5-Enter the OTP and login. (Home screen will appear. The list of batches uploaded by the MTI shall be displayed).

Step 6- Click on the "Pay" button provided against the uploaded batch. (The list of candidates uploaded for that particular batch shall be displayed. The MTI may select the number of candidates undertaking the exit exam. Select all option is also available). The MTI shall make online



payment (The fee for undertaking exit exam shall be INR 250 plus taxes, total INR 295).

Note -

1. Upon successful payment of fee, the candidates shall be permitted to undertake the exit exam provided the candidate fulfills the attendance requirement.
2. In case of any problem, the MTI may contact on the contact details provided given below

General information: info@dgsexams.in

Technical issues: technical@dgsexams.in

Accounts related issues: accounts@dgsexams.in

Feedback or suggestions: feedback@dgsexams.in

8.2. Procedures to be followed by candidates

Step 1 - Visit the DGS website www.dgshipping.gov.in and click on **“Exit Exam”** button **OR** visit www.dgsexams.in directly.

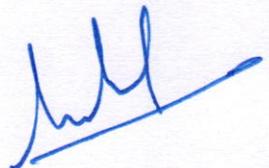
Step 2 -Click **“Operating Instruction”** button given on the right corner. Read and understand the given instructions.

Step 3 -Use your INDOS number and login. (Check for all spelling corrections in your Profile. In case correction is required, contact MTI for further actions).

Step 4 -Select the **“Course”** button and click on **“Proceed”**button.

Step 5 -Adjust the camera and take a photo. (Your photos shall also be clicked automatically randomly during the period of examination. You are required to face the screen at all times).

Step 6 -Click **“PROCEED”** button for ONLINE Exams.

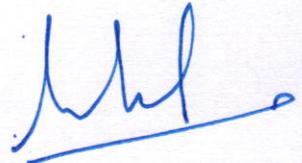


Note -

1. At a time, one question with multiple choices will appear. Click the right answer known to you and then click **"NEXT"** button.
 2. At the end of the last Question, the result will be published on the screen.
 3. A maximum of three attempts will be given to a candidate to pass the exit exam of a maritime course. If a candidate fails to pass the exit exam of a maritime course in three attempts, he will be required to repeat the maritime course in the MTI.
-
9. The recording of the entire examination period shall be maintained for a minimum period of three years from the date of examination for any inspections. Non-availability of such records shall be treated as a major non-conformity and dealt with as per DGS Orders.
 10. The candidates desiring to undertake the "Refresher course in Fire Prevention and Fire Fighting", "Refresher course Personal Survival Technique", "Refresher course in Advanced Fire Fighting", "Refresher course in Proficiency in Survival Craft and Rescue Boats", "Refresher course in Medical First Aid" and "Refresher course in Medical Care" shall be required to be successful in exit examination for "Fire Prevention and Fire Fighting", "Personal Survival Technique", "Advanced Fire Fighting", "Proficiency in Survival Craft and Rescue Boats", "Medical First Aid" and "Medical Care" respectively.
 11. All the MTIs approved for conducting any of the maritime course as listed in Annexure - 1 are hereby directed to ensure that the MTI has facility to conduct the exit exam for candidates latest by 15 / 05 / 2020.
 12. The e-governance portal of the Directorate shall be designed to prevent generation of certificate number to the candidate who is not found successful in the exit exam conducted for maritime courses listed in Annexure - 1.



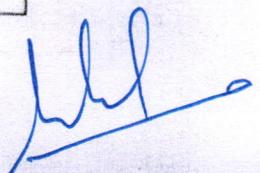
13. The facility for the exit exam and the records of exit examination shall be categorically inspected during any inspection after 15 / 05 / 2020. Inspection of facility for exit exam and records of exit exam shall also be part of all inspections.
14. This issues with the approval of the Director General of Shipping and Additional Secretary to the Government of India.



[Ashish Wankhede]
Deputy Director General of Shipping

Annexure – 1

SN	STCW Modular Course	Course ID
1	Basic Training for Oil and Chemical Tanker Cargo Operations	5111
2	Advanced Training for Oil Tanker Cargo Operations	5112
3	Advanced Training for Chemical Tanker Cargo Operations	5113
4	Basic Training for Liquefied Gas Tanker Cargo operations	5121
5	Advanced Training for Liquefied Gas Tanker Cargo operations	5122
6	Personal Survival Techniques (PST)	6111
7	Refresher course in Personal Survival Techniques (RPST)	6111
8	Fire Prevention and Fire Fighting (FPFF)	6121
9	Refresher course in Fire Prevention and Fire Fighting (RFPFF)	6122
10	Elementary First Aid (EFA)	6131
11	Personal Safety and Social Responsibilities (PSSR)	6141
12	Proficiency in Survival Craft & Rescue Boats other than fast rescue boats (PSCRB)	6211
13	Refresher course in Proficiency in Survival Craft & Rescue Boats other than fast rescue boats (RPSCRB)	6211
14	Advanced Fire Fighting (AFF)	6311



15	Refresher course in Advanced Fire Fighting (RAFF)	6312
16	Medical First Aid (MFA)	6411
17	Refresher course in Medical First Aid	6412
18	Medical Care (MC)	6421
19	Refresher course in Medical Care (RMC)	6422
20	Ship Security Officer (SSO)	6511
21	Security Training for Seafarers with Designated Security Duties (STSDSD)	6621

