



भारतसरकार/GOVERNMENT OF INDIA
पोतपरिवहनमंत्रालय/MINISTRY OF SHIPPING
नौवहनमहानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

DGS Order 20 of 2020

File No. 20-16/4/2020-O/0 TRG-DGS

Dated: 03.08.2020

Subject: Conduct of Training courses for issuance of CoPs during the period of COVID-19 pandemic

1. Whereas International Convention on Standards of Training, Certification and Watch-keeping for Seafarers (STCW), 1978 as amended, establishes standards for training, certification and watch-keeping for seafarers.
2. Whereas large number of Indian Seafarers are employed both on Indian and Foreign flag ships and their continued service at sea is dependent on having a valid Certificate of Competency (CoC) and valid Certificates of Proficiency (CoP) as one of the requirements.
3. Whereas under Regulation I/11 of the STCW Convention, every Master and Officer holding CoC is required to demonstrate continued professional competence every 5-years.
4. Whereas every 5-years, all seafarers are required to provide evidence of having maintained the required standard of competence to undertake the task, duties and responsibilities listed in tables A-VI/1-1, A-VI/1-2, A-VI/2-1 and A-VI/3 of the STCW Code, 1995 as amended.
5. Whereas Indian Seafarers are providing this evidence of having maintained the required standard of competence by satisfactorily completing certain refresher courses at Maritime Training Institutes (MTIs) approved by GOI, every 5-years.
6. Whereas the closure of MTIs has prevented Indian seafarers from undertaking these refresher courses and Article VIII of the STCW Convention permits dispensation from these requirements only for a maximum period of 6-months and that too under exceptional circumstances.

7. Whereas International Maritime Organization encouraged maritime Administrations to take a pragmatic and practical approach with regard to the extension of certificates, including medical certificates, and endorsements, as strictly necessary, and in accordance with the STCW Convention, 1978, as amended; and to notify ships, seafarers and relevant administrations accordingly.
8. Considering all the above, till such time normalcy is restored and class room training is resumed at MTIs, the Directorate has decided to take a pragmatic and practical approach for revalidation of CoCs/CoPs of seafarers having approved seagoing service (*for demonstrating continued professional Competence*), by way of following 3-tier approach:
 - i) Imparting Knowledge and Understanding relevant to a particular competency through E-Learning Module.
 - ii) Completion of Virtual Classes/live Video Sessions.
 - iii) Passing of On-Line EXIT Examination.
9. This Order is applicable to those Seafarers who comply with all of the following requirements:
 - CoC or CoP is expiring on/prior to 31st December, 2021; and
 - Officers having approved seagoing service for demonstrating continued professional competence for revalidation of CoC in accordance with Regulation I/11 of the STCW Convention, 1978, as amended;
 - Ratings having sea-service of at-least 1-year in last 5-years.

The MTIs enrolling the candidates would be responsible for verification of the eligibility of the candidates for the course opted by him.

10. In addition to the category of seafarers mentioned in para 9, that is with approved sea going service, these courses, except for the refresher courses, can be done by those cadets/trainees who have obtained their COC in order to obtain specific/required endorsement.
11. This Order is applicable for conduct of following courses through E-learning module and Virtual Classes/Live Video Sessions:
 - i) Refresher in Personal Survival Techniques
 - ii) Refresher in Proficiency in Survival Craft and Rescue Boats
 - iii) Refresher in Fire Prevention and Fire Fighting
 - iv) Refresher in Advanced Fire Fighting
 - v) Refresher in Medical First Aid
 - vi) Revalidation Course for Engineers
 - vii) Basic Oil and Chemical Tanker Familiarization Course.

- viii) Basic Training Course for Liquefied Gas Tanker Cargo Operations.
- ix) Advanced Oil Tanker Course;
- x) Advanced Chemical Tanker Course.
- xi) Advanced Liquefied Gas Tanker Cargo Operations Course.
- xii) Security Training for seafarers with designated security duties
- xiii) Ship security officers

12. MTI approved to conduct the courses detailed in para 11 are allowed to conduct the courses through Virtual Classes/Live video sessions and also follow the requirements detailed in following circulars:

- i) DGS Circular 19 of 2020 dated 18.05.2020: Conduct of Maritime Courses using Virtual Classes/Live Video sessions.
- ii) Paragraph 5 of DGS Circular 24 of 2020 dated 08.06.2020 for conduct of Maritime Courses detailed in this Order for candidates who are unable to use Virtual Class/Live Video Sessions.
- iii) DGS Circular 21 of 2020 dated 27.05.2020: Issuance of digitally signed certificates for successfully completing maritime courses conducted by Maritime Training Institutes.
- iv) Training Circular 13 of 2020: Procedures for assessing e-learning modules for maritime STCW Modular Courses.
- v) DGS Circular No. 17 of 2020: Guidelines for On-line Exit Exam for DGS approved modular courses. Candidates should specifically refer to the note-3 of Paragraph 8.2 of the Circular with respect to number of attempts allowed to pass the exam.

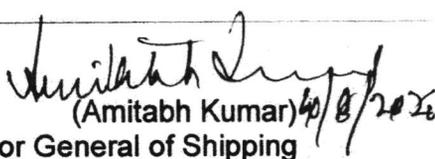
13. All CoPs (PST/PSCRB/FPFF/AFA/MFA) issued after completion of 3-tier approach stated in this Order shall be valid for a period of **18 Months** only from the date of passing Exit Exam.

14. The seafarers who have already joined ship or intending to join ship on/before 31st August 2020 can utilize the deemed revalidation of CoC/CoP provision provided by DGS Order No. 16 of 2020 dated 22.06.2020 and SOP dated 30.06.2020 for one contract only.

15. However, all other seafarers intending to join ship on/after 1st September 2020 have to comply with this order, in case they require revalidation of their CoC/CoP.

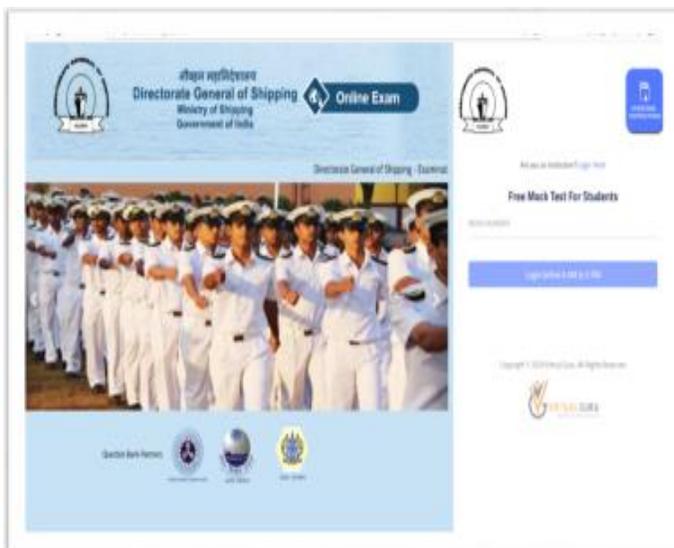
16. SOP for conduct of exit examination for seafarers and MTIs is attached.

17. The process for issue of the digitally signed course certificate shall be issued separately.


(Amitabh Kumar) 40/8/2020
Director General of Shipping

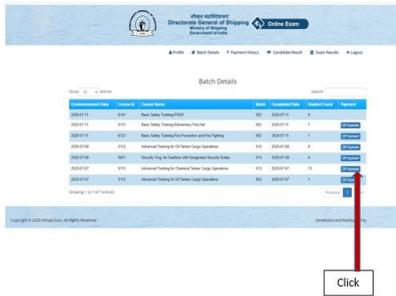
Standard Operating Procedure and Instructions for conduct of EXIT Examination by MTI

1. The institute shall further ensure at the time of enrolment of candidate and take an undertaking that candidate is in possession of the required hardware and software and understands the SOP meant for the candidate and that he has connectivity of the required bandwidth and speed as stated in para 7.5 of DGS Training Circular 01 of 2020 dated 07.02.2020.
2. Batch should be uploaded as per DG Training Circular 32 of 2018 dated 02.11.2018 before course commencement.
3. The MTI shall initiate the process of Exit Examination only after completion of Virtual Classes/Live video Sessions.
4. The Exit Exam shall be opened for Candidates to appear for a period of 1-hr slot after payment of fees by the MTI in which period the entire exit examination process is to be completed by the candidate. Therefore, it is the duty of the MTI to pre-inform the Candidate regarding the probable timing of EXIT Examination. [also refer para 2 SOP for candidates]
5. After Completion of Course, go to EXIT Exam Module on Directorates Web-Site www.dgsexams.in



MTI Login

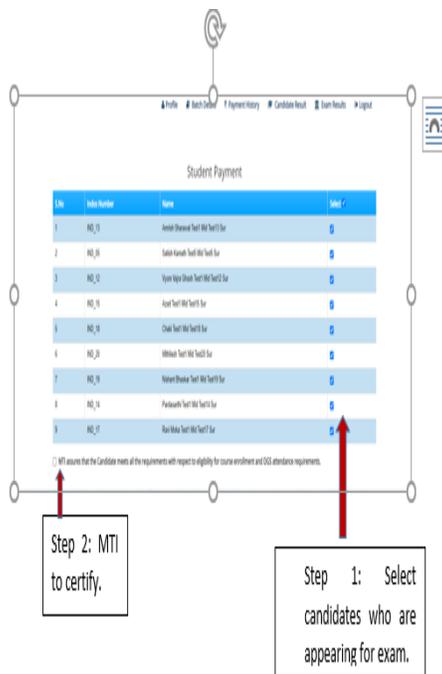
- Go the DG Shipping Website www.dgshipping.gov.in
- Click on “**Exit Exam**” menu button or visit www.dgsexams.in directly.
- Click “**Login here**” link for MTI’s Login.
- Enter the MTI number and click log in.
- An OTP shall be sent to your Registered Mobile Number and e-mail.
- Enter OTP and Click “**Login**” button to proceed



Home Screen

The list of batches uploaded by the MTI's shall be displayed with batch detail uploaded by the MTI.

For Online Payment



Step 1: The enrolled candidates name with check box will appear on the screen. The institute has to select the candidates eligible for Exit Exam by ticking of box in front of name of each candidate.

Step2: After selection of candidates a statement will come with a box in front of the statement. By ticking this statement, the MTI shall confirm the following:

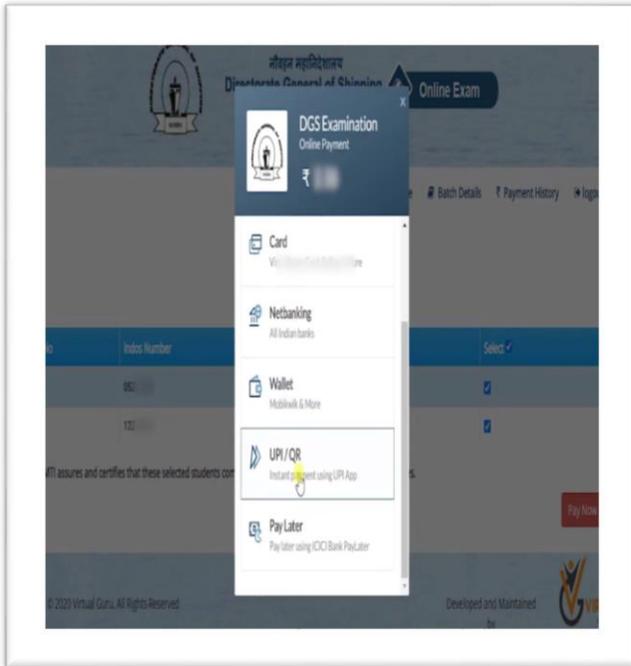
That the eligibility of the candidate for the course has been duly checked in accordance with relevant DGS guidelines and circular.

That the candidate has attended the virtual class /live video session fully.

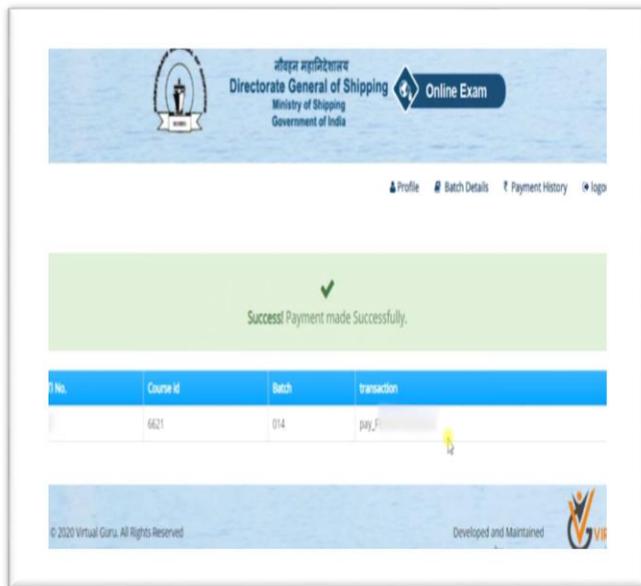
That the photo of the candidate in his INDOS profile has been checked /updated and is in accordance with the various DGS circulars.

Click on **“Payment”** button provided against the uploaded batch.

Click **“Pay Now”** button to proceed payment



- ### Online Payment Features
- All Kind of payment options has been acceptable
 - SSL secured payment
 - GST will applicable



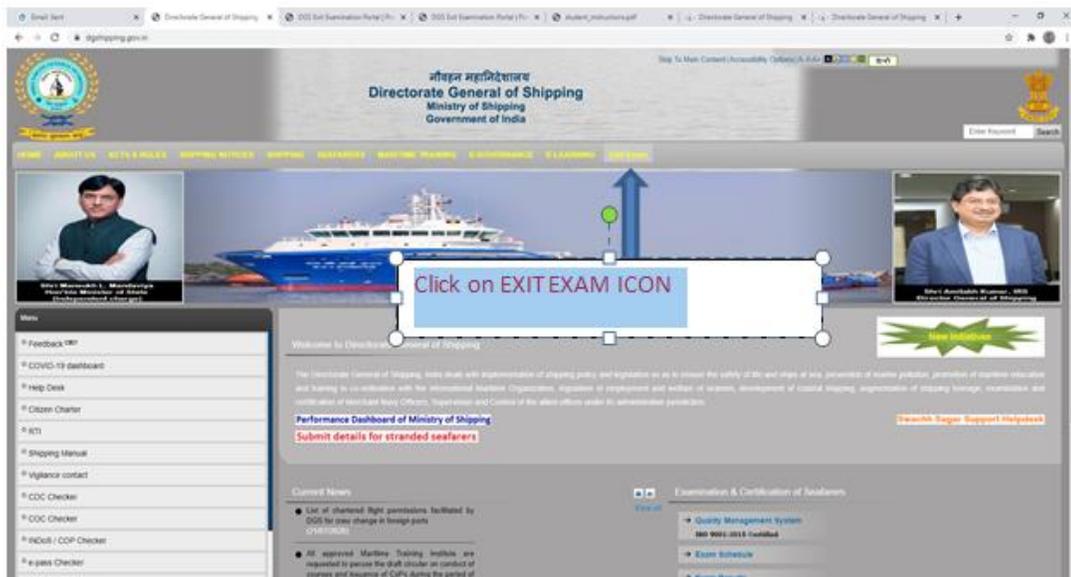
- ### Online Payment
- Upon Successful payment, MTI will get the “**Success**” page
 - MTI may go to the “**Payment History**” menu and check the Payment Details in Batch Wise
- Hint:** In Payment History page, MTI may click “**View**” icon to see the payment done for students

6. Immediately after payment of fees, the MTI shall inform the candidates via SMS and e-mail to appear for EXIT Exam with-in the one-hour window given for appearing in the exam from the time fees is paid.

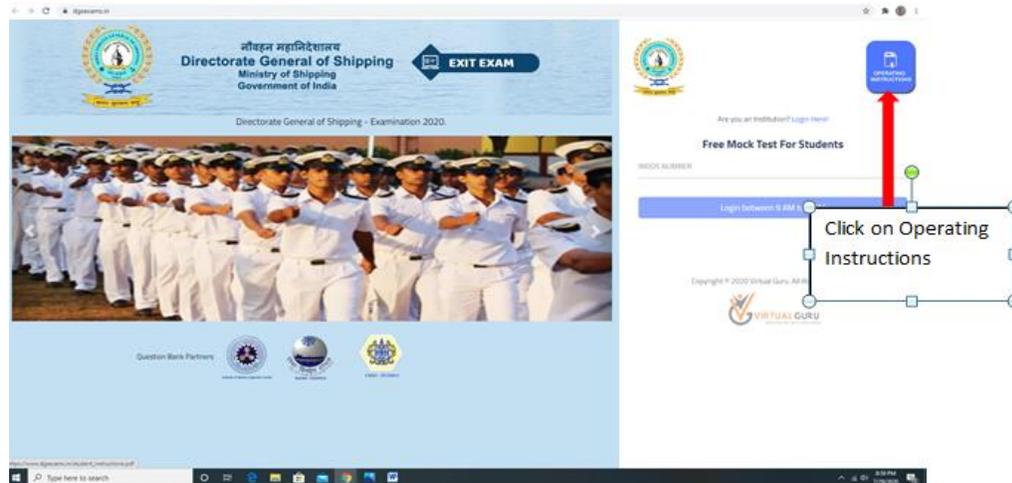
7. The length of examination will be displayed on the Exit Exam screen after Candidate logs-in using the Student SOP
8. **Photo requirement and upload procedure:** It will be the responsibility of the MTI to ensure that the photograph clarity and quality uploaded in the INDOS profile of the candidate to be enrolled are clear and worthy of photo identification thorough recognition. It should be ensured that it is in jpeg and as per norms.

Standard Operating Procedure (SOP) and Instructions to Candidate on EXIT Examination

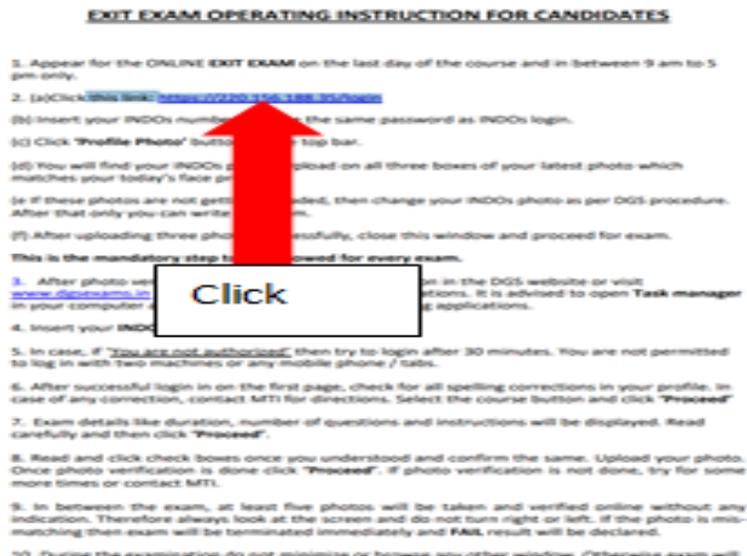
1. The exit examination for the candidate shall be undertaken by the MTI only after completion of the Virtual Classes/live video sessions.
2. The candidate shall be informed by the MTI of date and time of exit examination in advance.
3. The candidate should be ready in all respects with his computer/laptop device in on position and monitor his mobile and email for intimation to log in and start examination from MTI.
4. The candidate must be having the hardware and internet connectivity of required bandwidth/speed as detailed in para 10 of this SOP.
5. The Candidate should ensure that following procedure is completed as part of preparation for the Exit Examination:
 - a. Click on EXIT Exam Icon on DG Shipping Web-Site.



- b. Click on Operating Instructions



c. Read on Operating Instructions and Click the link <https://220.156.188.35/login> given in the Instructions.



d. Insert your INDOS number and use the same password as for Log-in



Log In

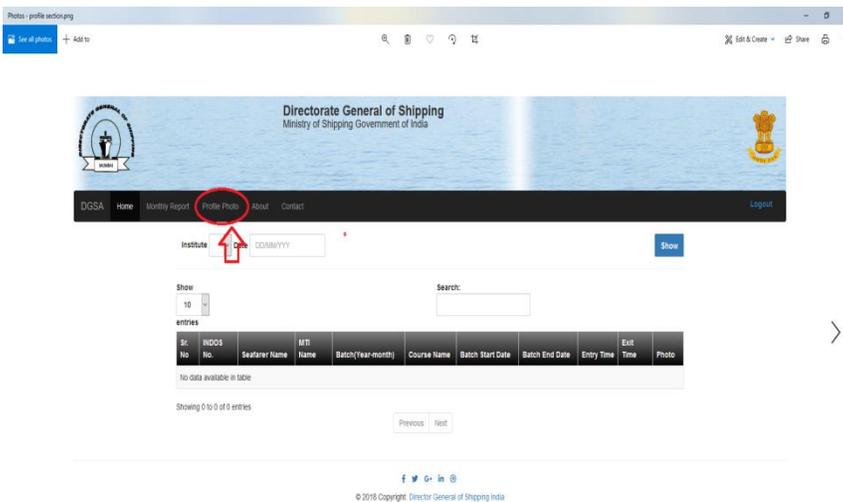
User Name:

Password:

Remember me [Forgot Password?](#)

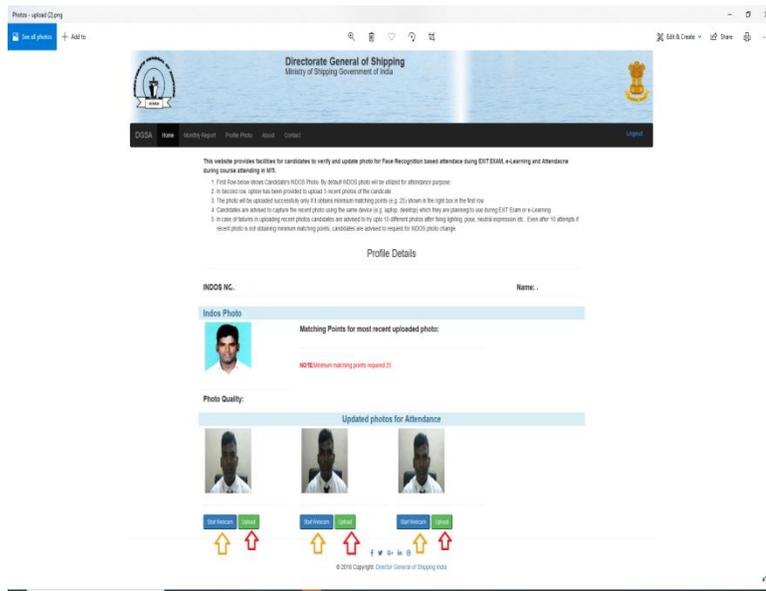
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e. Click the profile photo on top bar.



- f. You will find your present photograph, which is available on your INDOS Profile. If there is no photograph found, please get your photograph uploaded on your profile before appearing for Exit Exam.
- g. If photograph is found, allow web-cam on your Computer to take your three photographs and put in the three empty boxes to match your present face profile

with old uploaded photograph. If photograph is not getting uploaded, get your photograph changed and then appear for exam using the procedure detailed later in this SOP. **This is a mandatory step and may be carried out anytime during the course.**



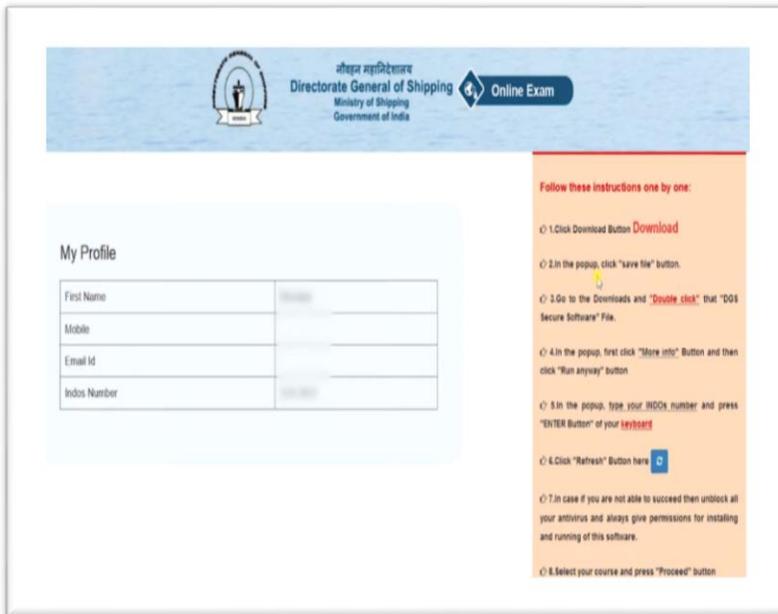
6. After receiving the SMS/E-mail from the MTI, the Candidate will immediately start the Exit Exam. The steps are given in following steps:
 - i) Prior to taking the examination ensure to close all other Windows on your computer. It is important to open Task Manager on your Computer and manually close all screen sharing applications. If you do not follow this step you will not be able to give exam.
 - ii) Now follow the following steps:



Click on “**Exit Exam**” menu button or visit www.dgsexams.in directly

Enter the “**INDOs**” number

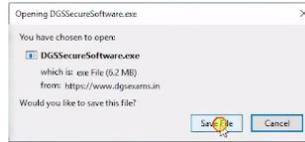
Click “**Login**” button to proceed



The Candidate **profile** shall be displayed as per DGS E-Governance

iii) Complete Pre-Exam Procedures

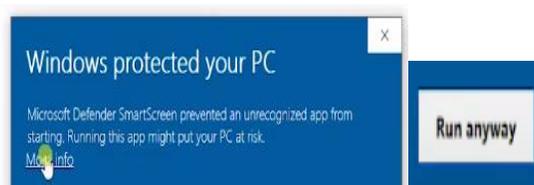
- First, Student need to Download the “**DGS Secure Software.exe**” file



- Go to the file Downloaded folder and **Double Click** or **Run** the file.



- In popup, Click "**More Info**" and Click "**Run Anyway**" button



- In popup, Enter the **INDOs number** and press "**Enter**" key



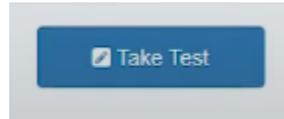
- Now, open the "**Browser**" and Click "**Refresh**" button



iv) After refreshing the page, **Course details** shall be displayed

Course Details	
Select Course	Course Name
<input type="text"/>	

v) Now, Candidate can **Select the Course** and Click the **“Take Test”** button.



vi) **Exam Instructions** shall be displayed in popup window

Exam Instructions

Please read the instructions carefully and proceed:

Total number of questions	
Duration of this examination (in minutes)	
Pass marks	
Individual question's mark	
Minimum number of questions to be attended	

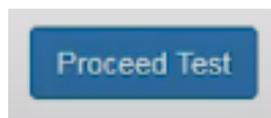
Please do not minimize the window or browse any other window, then the Exam will be terminated.

In case of Internet failure, your session will be maintained until your connection resumes back. You will be permitted to write the exam within 5 minutes of the session out. Otherwise you need to re-do the exam.

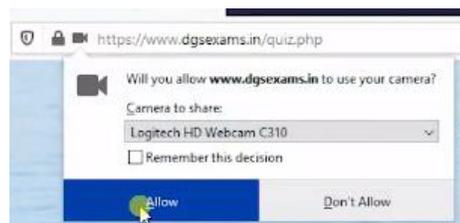
In the cases of fail, minimizing window, photo not matching then maximum three attempts shall be given. For every re-attempt, payment has to be made. After the third attempt, you have to do the course again with the MTI.

Please note that closing or navigating away from the exam window during examination session and or opening any other window etc. will, amongst other constitute use of UNFAIR MEANS.

vii) Click the **“Proceed Test”** button to continue

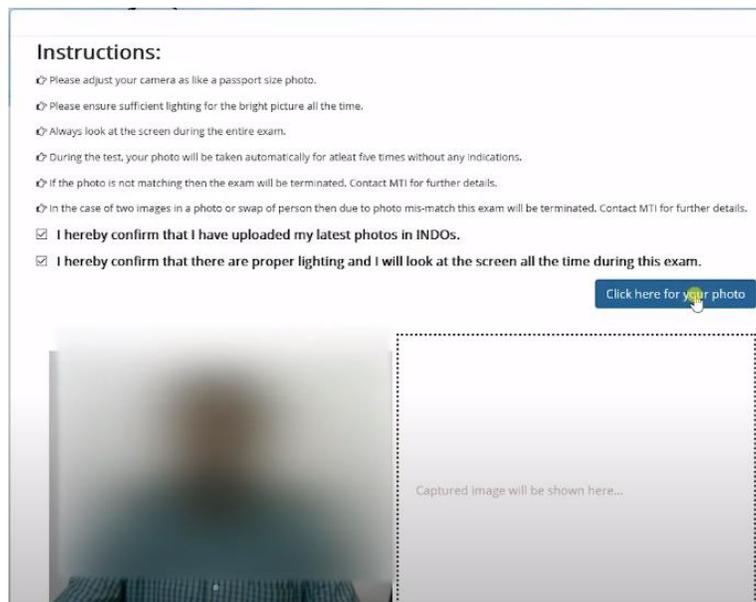


viii) Now, Candidate can Click the **“Allow”** button to allow the **Webcam Access**



Fetching Camera... Please Wait...

ix) **Exam Instructions** and **Webcam Instructions** shall be displayed in popup window.



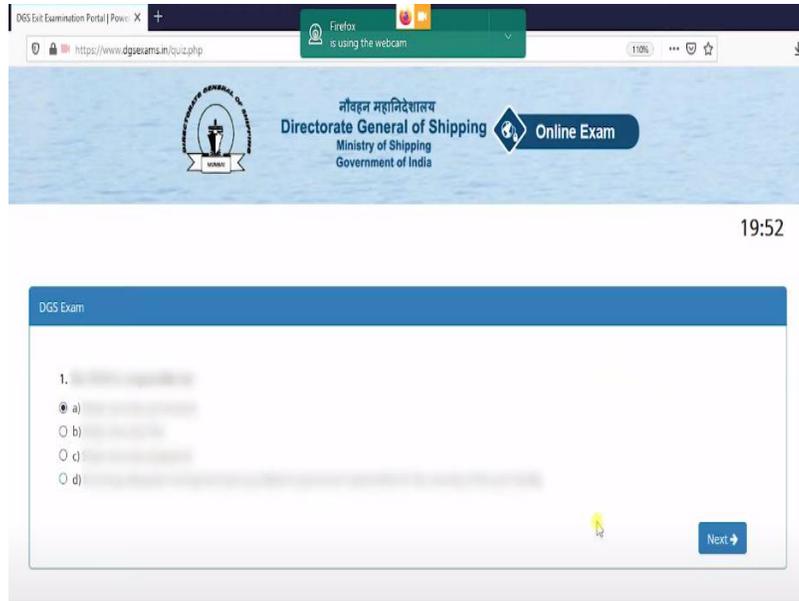
x) Click the “**Photo**” button to take the photo for Validation.

Click here for your photo

xi) Upon **Successful verification** of Photo, Candidate will get the **Green** color button

Click here to Proceed Exam

xii) Click the “**Proceed Exam**” button to Commence the Exam



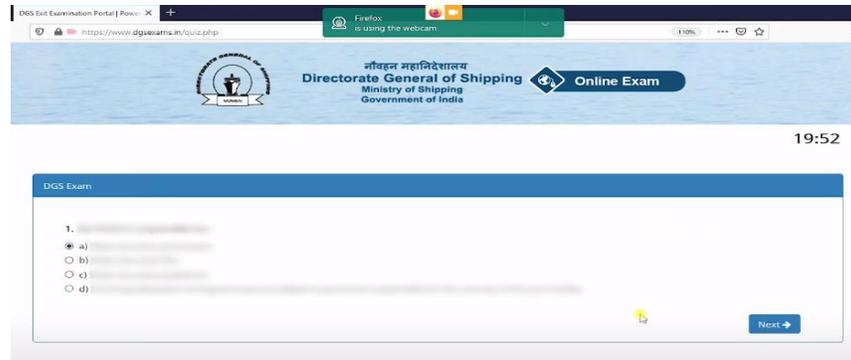
Hint: Once Exam is Commenced, **Online Proctoring System** will be continuing the process till the exam ends.

7. Precautions during Exam

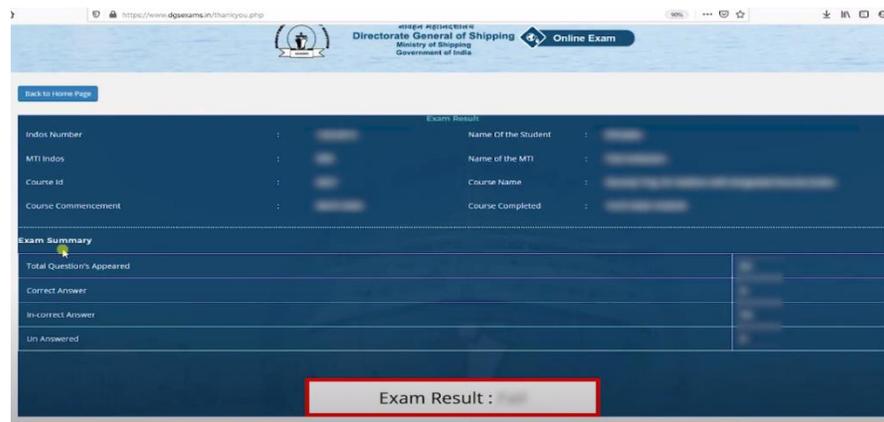
- i) Candidate will always look in to the Screen to avoid the Exam Termination
- ii) Candidate Photo will be Taken Multiple Time Automatically, If found Swap of Persons / Photo Mismatch will lead to Termination of Exam
- iii) Malpractices such as Browsing Google, Screen Sharing etc., will lead to Termination of Exam
- iv) Page Back / Refreshing the Page also will lead to Termination of Exam
- v) Last 5 Minutes – Time Indication (Blinking) will be displayed

8. Instructions during examination:

- i) During exam the candidate cannot review his previous answered question and should not try to go back screen. After answering a question, he should click on next question till he comes to the last question.



- ii) At last question, the candidate will get submit button; Click the “**Submit Test**” button to view Exam Result. Please note again that the Candidate cannot review his answered question and should not attempt to go back-screen.



- iii) Once Exam is Completed, the result will be automatically sent to **DGS Server**
- iv) After the Exam, Candidate will contact their respective MTI’s for Certification Process.

9. For Exit examination, the Candidate will be allowed to appear online examination for which necessary security aspects have been taken care of. Use of any unlawful and unfair practices adopted by the Candidate e.g. moving away from the computer during examination or surfing another site etc. will disqualify him/her from the examination process. Exit exam software has following features to prevent malpractices:

- i) Online Photo validation (Face Recognition)
- ii) AI based automatic Photo Verification during Entire Exam

- iii) Multi face deduction and stopping the exam automatically.
- iv) Candidate cannot Minimize or Browse any other window.
- v) Candidate cannot copy or paste the question bank and Search Online (Like Google).
- vi) Candidate cannot use Team Viewer, Zoom, Any Desk or any other Screen Sharing.
- vii) Timer Clock with finishing Red Indication (Last 5 Minutes).
- viii) In case of Internet failure 5 minutes Session out facility provided.

10. Preparation for smooth conduct of examination: MTI shall ensure that following system requirements are available with the Candidate for smooth conduct of Exit Examination:

- RAM - Minimum 1 GB; Hard Disk - Minimum 250 GB
- Processor - Dual Core or Higher (Preferred Intel i3 / i5 processor)
- Operating System - Windows 7/8/10 or Higher (Preferred 64 bit); IP Camera / Web Camera minimum Resolution 640 X 480 px (with Audio Mic Option)

11. The Exit Examination system continually matches a candidate profile with the photograph in his seafarer profile. Therefore, it is important that a recent photograph showing candidate full front view is there on his profile. Candidate is required to verify the same on his seafarer profile. In case a Candidate finds either his photograph is not uploaded and require a change, he can follow the following procedure:

- The MTI shall verify the photograph / signature of the Candidate against the passport and send change request by email to exitexam-dgs@gov.in along with copy of passport and photograph which the Candidate intend to upload.
- Upon satisfaction, Exit Exam cell shall grant permission to change photograph. Such permission for change in photograph shall be provisional and subject to verification at a later stage. The new photograph / signature should be as per the specified requirements.