

**Government of India
Ministry of Communications
DoT, WPC Wing, COP-Section
6th Floor, Sanchar Bhawan, 20 Ashoka Road, New Delhi – 110 001.**

No. P-14040/01/2021-COP

Dated: 17-12-2021

Office Memorandum

To,
The Principal,
(Training Institutes as per Annexure I)

The schedule of GMDSS Examinations for award of General Operator's Certificates (GOC) for the year 2022 is proposed as under:

S. No.	Examination to be commenced on	Centre for examination			
		Mumbai	Chennai	Delhi	Kolkata
1	17/01/2022	LBS	AMET	ARI	SEACOM
2	14/02/2022	MTI	IMU	ARI	SEACOM
3	07/03/2022	LBS	AMET	ARI	SEACOM
4	04/04/2022	MTI	IMU	ARI	SEACOM
5	09/05/2022	LBS	AMET	ARI	SEACOM
6	06/06/2022	MTI	IMU	ARI	SEACOM
7	04/07/2022	LBS	AMET	ARI	SEACOM
8	01/08/2022	MTI	IMU	ARI	SEACOM
9	04/09/2022	LBS	AMET	ARI	SEACOM
10	10/10/2022	MTI	IMU	ARI	SEACOM
11	14/11/2022	LBS	AMET	ARI	SEACOM
12	12/12/2022	MTI	IMU	ARI	SEACOM

- i) Date on which the institutes commence the course is up to the convenience of the respective Institute.
- ii) Examination dates are tentative and liable to change due to exigencies of service.
- iii) Examination/ Training for candidates will be subject to the conditions in the approval letter to the respective institutes.
- iv) To maintain COVID-19 related discipline, Examination/ Training for candidates will be subject to follow instructions/SOP issued by this Ministry, DG Shipping & MoHFW by the institutes, candidates and examination associated staff.

2. SOP/ instructions for conduct of GMDSS-GOC training/ examination along with Self Declaration form and sample seating plan are attached as Annexure II, III & IV.

Enclosure: As above.

(Onkar Nath)
Assistant Wireless Adviser
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Copy to:

1. D G Shipping, Jahaz Bhawan, Mumbai
2. Director, Wireless Monitoring HQ, New Delhi.
3. Engineer- in-Charge/DD, RHQs, Delhi/Mumbai/Chennai/ Kolkata.
4. Sr. DWA (ASMS) (*with request to arrange to upload on DOT website*).

List of training institute:

1. Training Ship Rehaman (TSR), Mumbai
2. Anglo Eastern Maritime Training Centre, Mumbai
3. Naval Maritime Academy, Mumbai
4. Mumbai Maritime Training Institute-Mumbai
5. SCI Maritime Training Institute (MTI), Mumbai
6. T.S. Chanakya, Mumbai
7. Lal Bahadur Shastri (LBS), Mumbai
8. Indian Maritime University (IMU) (Formerly Indian Institute of Port Management) Chennai.
9. Academy of Maritime Education & Training (AMET), Chennai
10. Indian Maritime College (IMC), Chennai
11. Hindustan Institute of Maritime Training (HIMT) – Chennai
12. Sailors Maritime Academy – Vishakhapatnam
13. Seaskills Maritime Academy, Coimbatore
14. Euro Tech Maritime Academy, Kakkattikara, Ernakulam, Kerala
15. Applied Research International (ARI), New Delhi.
16. Oceans XV Educational Trust – New Delhi
17. Natcom Education and Research Foundation, Gurgaon
18. Asha International Institute of Marine technology, Varanasi
19. Seacom Marine College (SEACOM) – Kolkata
20. Indian Maritime University (IMU), Kolkata
21. Sensea Marine Academy, Kolkata
22. BP Marine Academy, Mumbai
23. Hoon Maritime Institute, Kolkata

Department of Telecom,
Wireless Planning & Coordination Wing

INSTRUCTIONS FOR CONDUCT OF GMDSS-GOC TRAINING/ EXAMINATION

1. General Instructions: -

- a) Physical distancing of at least 6 feet to be followed during examination.
- b) Without face cover/ masks entry may be banned at entry gate of the premises of exam/training center and it should be made mandatory.
- c) Candidates are required to produce either a COVID-19 negative test report not earlier than 48 Hrs. or final certificate for COVID vaccination for appearing in the examination.
- d) Institutes/centers may be instructed to arrange hand wash soap and alcohol based hand sanitizers at the entry of exam/training centers and examination halls/class rooms.
- e) Spitting shall be strictly prohibited in open area.
- f) Installation & use of Aarogya Setu App shall be advised, as far as feasible.

2. Instructions to Examination Centers/ Examiners/training centers/ instructors and related staff: -

- a) Only those Examination/training Centers which are outside the containment zone shall be allowed to conduct examination/training. Staff / examiners/instructors from containment zones may not be permitted, if the examination/training center comes in containment zone just before start of examination or after start of exam/training, the examination/training may not be continued till the normal situation. The notice about normalization of examination/training may be intimated to WPC HQ along with respective regional Monitoring HQs to resume examination/training. WPC HQ may upload notice regarding normalization at DOT website for circulation to candidates and staff associated with examination/training.
- b) Candidates may be asked to submit self-declaration about health status at the time of entrance to the examination/training center. Such self-declaration form (placed below) may be circulated at the time of issuance of hall ticket/admission list.
- c) Students may also be given prior information to carry face mask, hand sanitizer, transparent drinking water bottle.
- d) The coordinator(s)/Examiner-In-Charge/ Examiner may brief to invigilators, examiners, instructors and other associated staff about code of conduct in the context of COVID.
- e) Institutes/ exam/training centers may be directed for display of posters / standees / AV media on preventive measures about COVID-19 prominently at the examination/training center (outside and inside).
- f) Institutes/ exam/training centers may be directed that provision for compulsory/ mandatory hand hygiene and thermal screening to check body temperature of each

and every person entering at exam center has to be done at each entry gate of examination hall/class rooms along with at main entry gates.

- g) The examination/training center should have a designated isolation room for isolating any person who is found symptomatic at the time of screening or during examination/training, till such time medical advice may be sought.
- h) Only asymptomatic staff and candidates shall be allowed inside the examination hall/class rooms. Candidates having fever, cough, cold or any symptom of COVID-19 may not be allowed to appear in examination/attend training classes. Nearest COVID hospital / health center along with State Government/Central Government helpline numbers may be immediately informed about the patient.
- i) All staff and candidates to be allowed entry only if using face masks/ covers. The face cover/mask has to be worn at all times inside the examination/training center by all.
- j) Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises. Maintain physical distancing of a minimum of 6 feet, when queuing up for entry and inside the center as far as possible.
- k) Bags/books/mobiles should not be allowed in the examination center.
- l) Frisking of examinees, if needed, shall be undertaken after thermal screening and direct contact may be avoided.
- m) Staff at high risk like older and pregnant employee shall not be deployed for conduct of exam/ imparting training.
- n) Seating arrangement in the examination/training hall/class room to be made in such a way that adequate social distancing is maintained.
- o) The examiner will sanitize his hand prior to distribution of question papers/ sheets. The candidate will also sanitize their hand before receiving such paper and handing them back to examiners. The collection and packing of the answer sheets, at every stage will involve sanitization of hand. The answer sheet/result will preferably be opened after sanitization.
- p) Sharing of personal belongings/ stationary shall not be allowed. Use of spit/saliva for counting / distributing sheets shall not be allowed.
- q) Examination/training hall/ class rooms and other common area shall be sanitized each time before and after examination/class on daily basis.
- r) Cleaning and regular disinfection of frequently touched surfaces like door knobs, benches etc., to be made mandatory in all examination hall and other common areas.
- s) Examination question papers may not be reused. After each shift/slot/batch of examination new set of papers has to be opened and distributed among the candidates.
- t) For other / revised/ latest terms and conditions, detailed SOP on preventive measure to be followed while conducting examinations to contain spread of COVID-19 issued by Ministry of Health & Family Welfare.

C. Instructions for conduct of training course by the approved institutes: -

- a) To follow COVID-19 related safety disciplines, all the approved training institutes are instructed to follow all the instructions regarding conduct /running of a course issued by this Ministry, DG Shipping and MoHFW from time to time.
- b) Institutes are instructed to maintain social distancing, hygiene and regular sanitization of all common areas of the campus like, class rooms, laboratories, library, equipment etc.
- c) Instructors/trainers may decide the number of candidates and time slots to maintain COVID-19 discipline depending upon the available hall/class room size and infrastructure. In any case, number of candidates trained should not exceed the approval limit.
- d) A responsible person to be nominated to ensure that all activities in the MTI are being conducted in accordance with the SOPs issued by this Ministry, DG Shipping and MoHFW from time to time.

D. Instructions to be followed in case of a suspect case or person who develops symptoms during the conduct of examination/ training: -

- a) Place the ill person in a room or area where they are isolated from others.
- b) Immediately inform parents or guardians or relatives about his health and inform the nearest medical facility (hospital/clinic) or call the state / central government helpline numbers.
- c) The person will remain isolated while wearing a mask/face cover till such time he/she is examined by a doctor.
- d) If symptoms deteriorate, inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- e) A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
- f) Disinfection of the premises to be taken up if the person is found positive.

It may be noted that the SOP detailed above provides for minimum precautions to be followed during planning and conduct of examinations. Institutions/ Examination Conducting Authorities/ Examination centers may put additional measures in place as per their local assessment and in line with activities permitted by Ministry of Home Affairs (MHA) as per MHA orders issued from time to time.

SELF DECLARATION (UNDERTAKING)

I S/o, D/o, W/o Sh., Smt.

..... do hereby, declare the following: -

1. That, I have read the instructions, guidelines and relevant orders and SoPs on preventive measures to be followed while conducting examinations to contain spread of COVID-19 issued by Ministry of Health & Family Welfare and Ministry of Communications, DOT, WPC Wing. I have read instructions, notices related to this examination available on the website 'https://dot.gov.in/'

2. I have in the last 14 days (please tick, wherever it is applicable to you, otherwise leave it blank)

a) the following flu-like symptoms

Fever	<input type="checkbox"/>	Cough/Cold	<input type="checkbox"/>	Breathlessness	<input type="checkbox"/>
Sore throat/Runny nose			<input type="checkbox"/>	Body ache	<input type="checkbox"/>

Others, please specify:

b) been in close contact with a confirmed case of the COVID-19
(‘close contact means being at least less than one meter for more than 15 minutes’)

c) not been in close contact with a person suffering from COVID-19 and
am NOT under mandatory quarantine.

d) travelled the following cities/countries in the last 14 days prior to arrive at the centre.

	1 st City	2 nd City	3 rd City	4 th City
Name of city/country				
Date of arrival in centre city				

3. The health and wellbeing of our community is our first priority, therefore the centre reserves the right to deny entry to its premises.

Candidates photo (to be pasted –same as in application form)	Candidates left hand thumb impression	Signature of candidate’s parents/ guardian or Head of institute/ department/ course of GMDSS-GOC.
		Signature of candidate’s parents/ guardian or Head of institute/ department/ course of GMDSS-GOC.

The above undertaking has to filled up in advance before reaching the centre, except candidate signature which has to be done in the presence of coordinator of examination.

SAMPLE SEATING PLAN

COL. 1	COL.2	COL.3	COL.4	COL.5
Candidate's Roll No.		Candidate's Roll No.		Candidate's Roll No.
1	Empty	5	Empty	9
Empty	Empty	Empty	Empty	Empty
2	Empty	6	Empty	10
Empty	Empty	Empty	Empty	Empty
3	Empty	7	Empty	11
Empty	Empty	Empty	Empty	Empty
4	Empty	8	Empty	12