



Merchant Shipping Secretariat
Ministry of Ports & Shipping

MSS

Examination Procedure
Check List - Responsibilities

Type and Category of Examination :

Date of Examination :

Venue :

Following job responsibilities have been allocated to conduct the forthcoming examination.

Director General of Merchant Shipping

Item	Job Responsibility	Nomination	Accepted
1	Overall Responsibility of conducting the examination Preparation of paper/ Moderation of question paper/ Preparation of model answers & Marking schemes / Moderation of model answers/ Marking of answers scripts/ Getting necessary approvals from Ch.Examiner & DGMS / Declaration of Results.		
2	Preparation of Question papers Subjects: i. ii. iii. iv.		

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Issue No. 04		SEC. NO.	FO	Examination Unit



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3	Moderation of Question papers Subjects: i. ii. iii. iv.		
4	Preparation of Model Answers. Subjects: i. ii. iii. iv.		
5	Marking of answers scripts Subjects: i. ii. iii. iv.		
6	Supervisor		
7	Hall arrangements and other resource management. Charts/Publications/Parallel Rulers/ Dividers/..etc		

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