

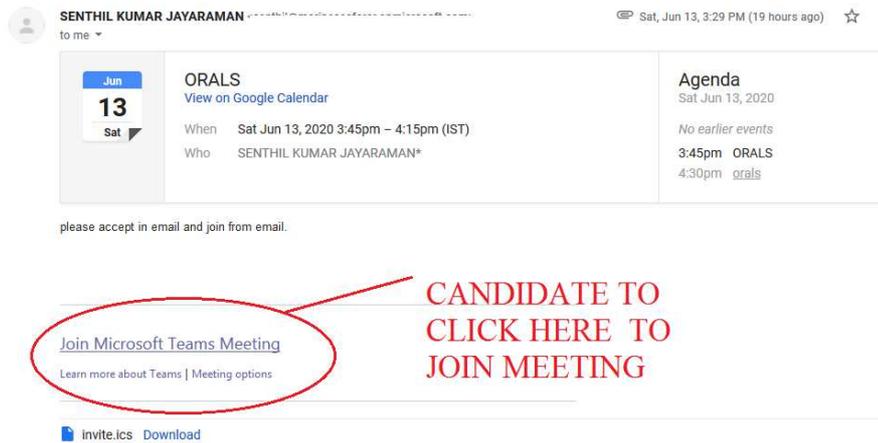
INSTRUCTIONS FOR CONDUCT OF DISRUPTED MARCH 2020
MEO ORALS OF ALL GRADES AT MMD MUMBAI

1. The online platform ‘ Microsoft Team ‘ will be utilised for online mode of exam.
2. **All candidates may download the app from Microsoft website or from Google search engine or may use directly web app .The app is available on free mode and install on their desktop/laptop only and there is no need to subscribe or registration of any package etc .**
3. Candidates are not allowed to use mobile phones for participating in online exam and there is no need to download the app in Mobile phones.
4. Candidates who had booked in MMD Mumbai for the Month of March 2020 (orals exams got postponed due to Covid-19) and WHO HAS OPTED MMD WHICH IS NEAREST TO THIER PLACE as per DGS Notice to Engineering Candidates dated 11/06/2020, may go to that respective MMD centre as per date and time intimated by that respective MMD and follow the instructions as per that MMD Exam centre.
5. All other Candidates other than as per Para-4, who had booked in MMD Mumbai for the Month of March 2020 (orals exams got postponed due to Covid-19) , and who are approved by Examiner of Engineers to appear orals exams through online mode from MMD MUMBAI vide this instructions, have to appear oral exam from MMD MUMBAI through online mode . For online mode of oral examination MMD Mumbai will send an email and a link to individual candidate . For particular date candidates to join the oral exam basis on date and time allocated for each candidate and same will be reflected in their registered email.

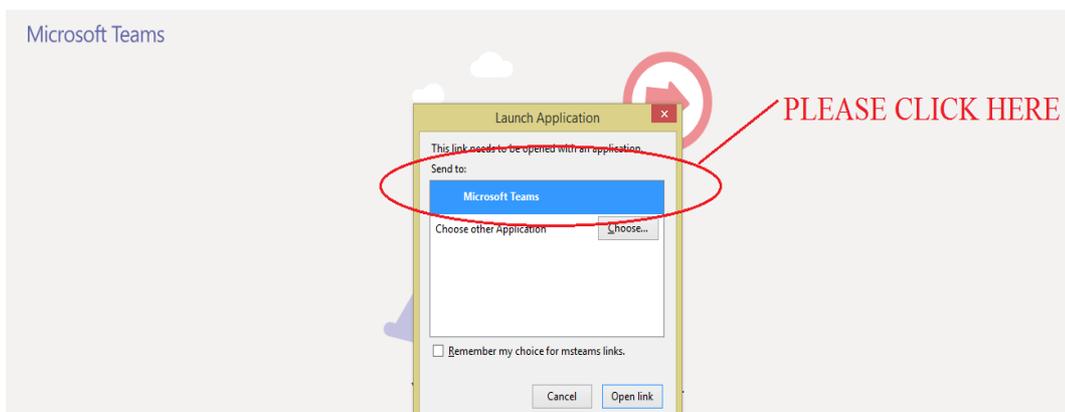
SOP FOR INSTALLATION OF MICROSOFT TEAM ON DESKTOP/LAPTOP ONLY

1. Use a desktop or a laptop with a working webcam and a microphone arrangement.
2. Download the Microsoft Teams application either from google or from Microsoft website directly which is of free.
3. ***Please note that there is no need for the candidate to subscribe/registration in Microsoft team .***
4. Once the Microsoft Teams application is downloaded, Install it and please note that you need NOT do anything further and signing in is not required.

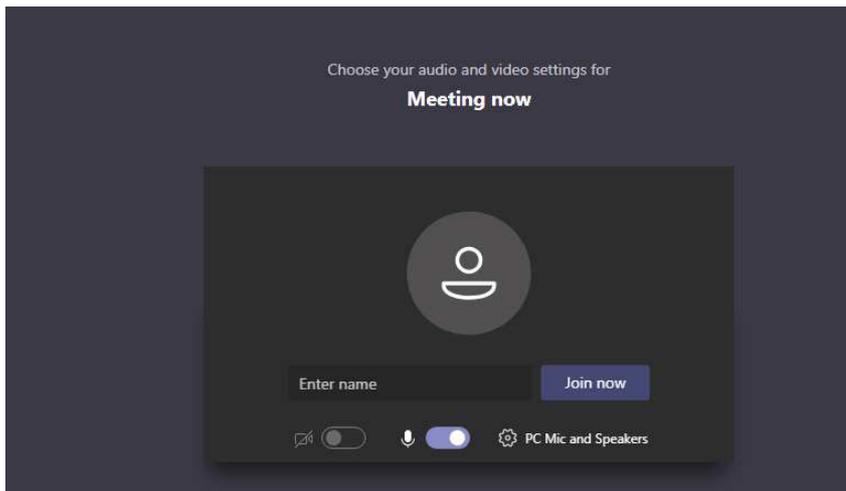
- An email with link from MMD will be sent to each candidate separately specifying date and time slot for orals.
- Each candidate is to open your registered email and click on the link “Join Meeting” provided by MMD which can be seen as below.



- This will redirect you to the following screen.



- Click “Micro Soft Team “ tab as above (as candidates have already downloaded Microsoft team app).
- On clicking you get the screen as below .



10. Make sure both camera and microphone are switched on and check date and allocated time for you and “Press <Join now>”, screen will ask for name please type in your full name as per seafarer profile and press “Join Now”.
11. MMD will admit you provided that you are scheduled on that particular date and time only. Other candidates who are scheduled on the same day to join orals exams only at the specified time only, please do-not try to join before or after the schedule time, in any case MMD will not admit those who are not scheduled.

Standard Operating Procedure for Online oral examination

- a) Candidates will use desktop/Laptop only, use of Mobile phones is not allowed
- b) The examiners will introduce themselves and confirm the identity of the candidate. They will declare that the candidate present for exam matches with that of the electronic copy of ID sent prior to Exam.
- c) Exam Room Set Up –Candidate verbally confirms they only have stationary items on the desk, no one present in the room and a visual verification of the same by showing the room via the video display, confirm the App in use and room door is closed behind the candidate.
- d) Examiner may request the candidate to share his/her desktop so that examiner may verify the applications open on the candidate machine. If required, examiner may also request for control of his machine.
- e) The candidate shall not mute the microphone during the conduct of oral examination (the microphone should be kept ‘on’ at all times and never muted)

- f) Candidate shall not use of any background effects (Hides the presence of others and materials)
- g) Candidate shall not constantly look away from the camera.
- h) Candidate shall not use headphones or any other hearing aids .
- i) Candidate shall not use of another electronic device, Internet searches, Open textbooks, Recording devices or on-screen recording.
- j) Candidate shall not use of any other electronic gadgets including mobile phones
- k) Candidate shall not take external assistance during the examination .
- l) Do ensure the following are checked:
 - Good and stable Internet connectivity (recommended speeds are 1Mbps and above)
 - Front camera in your laptop is working fine.
 - Microphone of your laptop is working fine.
- m) Ensure your laptop / desktop is working properly
- n) Ensure there is no disturbance in the room.
- o) Please be available 15 mins before the scheduled time slot and you will be in “*Interview waiting room*” by default till interviewer allows you.
- p) Test your audio and video in the supplied link while you are in “Interview waiting room” (click on “test computer audio”).
- q) Do ensure that you don’t miss your scheduled slots. Be available at the mentioned time slots, otherwise you will treated as absent, unless it has been communicated to the examination centre well in advance and duly acknowledged .
- r) Any violation of above guideline will attract punishment such as cancellation of examination, debarment from appearing in examination for a minimum period of six months, etc vide M.S Examination Rules- 2014.

NOTE: Every effort is taken to conduct all March 2020 disrupted oral exam for all grades ,however if any candidate is having any difficulty they may please communicate via email (jayanta.muk@gov.in and senthil.kumar30@gov.in) to MMD Mumbai reflecting their difficulties faced.