



भारत सरकार / GOVERNMENT OF INDIA

पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

समुद्रीय प्रशासन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF MARITIME ADMINISTRATION, MUMBAI

F.No. 22-23012/1/2020-PER-DGS

Date: 06.10.2026

OFFICE ORDER NO.140 of 2026

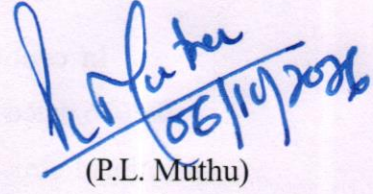
Maritime Training & Skilling Branch

In continuation of Office Order No. 95/2026 dated 15.07.2026 and Office Order No. 120/2026 dated 17.08.2026, the Competent Authority has approved the revised organisational and functional structure of the Maritime Training and Skilling Branch, as detailed in the document annexed to this Office Order.

2. The organogram contained in the Annexure shall come into force with immediate effect. Accordingly, the allocation of functions, responsibilities, reporting arrangements and support units shall be structured under Shri Deependra Bisen, DDG (Mission 20% – Training Branch); Shri Dinesh Mate, DDG (STCW Compliance Board); Shri Mugil Rajan, DDG (Operational and Regulatory Compliance – Training); and Shri Praveen Nair, DDG (Examination – Controller of Examination), in accordance with the framework specified therein.
3. All officers, officials, consultants and contractual or technical support resources presently engaged in matters relating to maritime training, examinations, STCW compliance, Mission 20% and associated initiatives shall function in accordance with the organisational structure, functional allocation and reporting arrangements specified in the Annexure.
4. The concerned officers shall ensure proper alignment and transfer of all related files, records, correspondence, data, ongoing matters, pending issues and deliverables in accordance with the revised structure. Wherever required, a formal handing-over and taking-over exercise shall be completed, together with an updated status report, to ensure continuity and smooth functioning.

...2/-

5. The engagement or onboarding of any additional contractual or professional resources indicated in the Annexure shall be undertaken separately in accordance with the applicable procurement procedures, financial approvals and contractual terms. Inclusion of such resources in the organogram shall not, by itself, constitute approval for procurement, engagement or expenditure.
6. In the event of any inconsistency between the arrangements prescribed under the earlier Office Orders referred to above and the organisational or functional arrangements specified in the present Office Order, the provisions of this Office Order, read with its Annexure, shall prevail to the extent of such inconsistency.
7. This issues with the approval of the Competent Authority.


(P.L. Muthu)

Assistant Director General of Maritime Administration

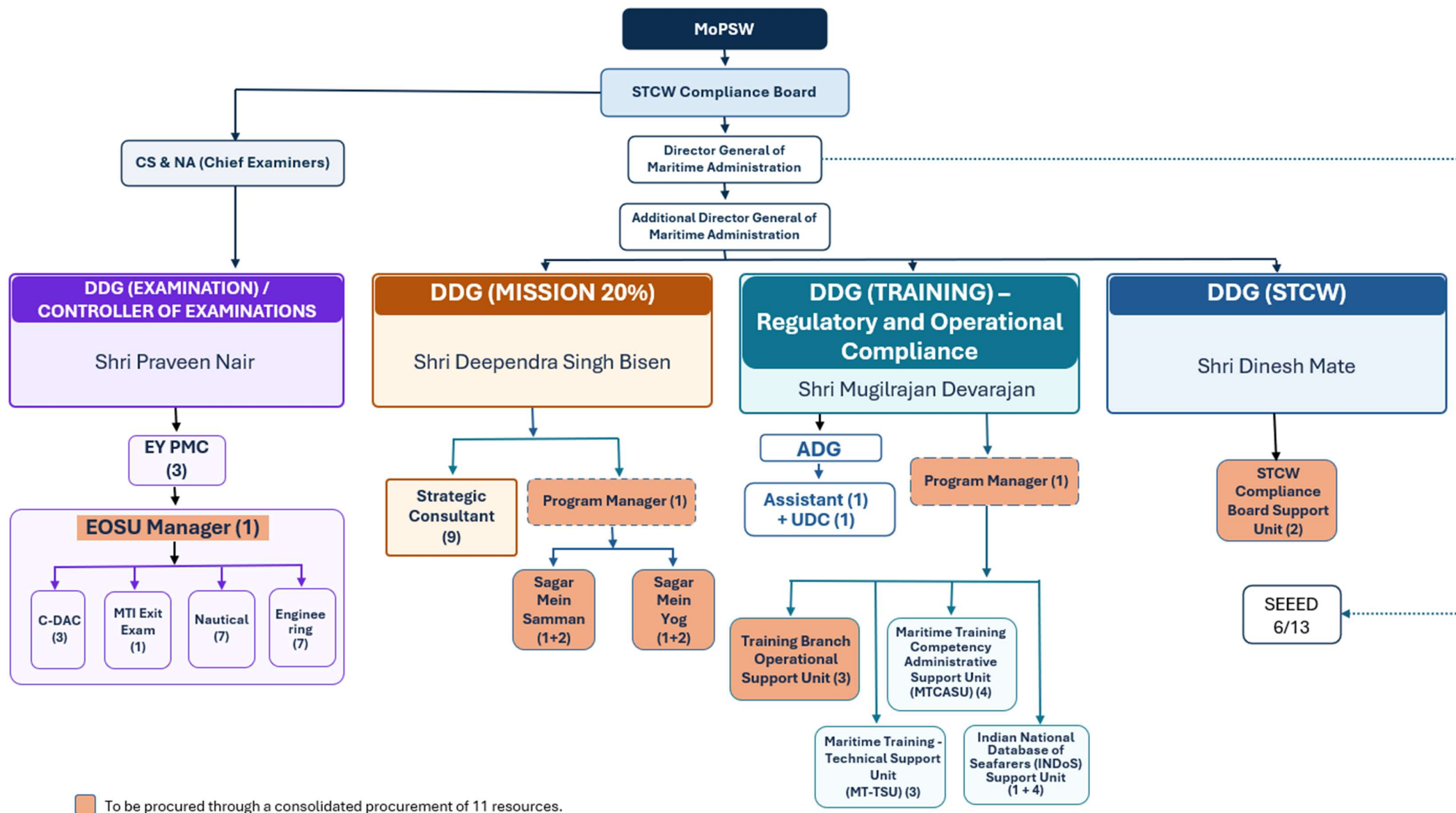
Annexure

1. Organogram and Consultancies in Maritime Training & Skilling Branch

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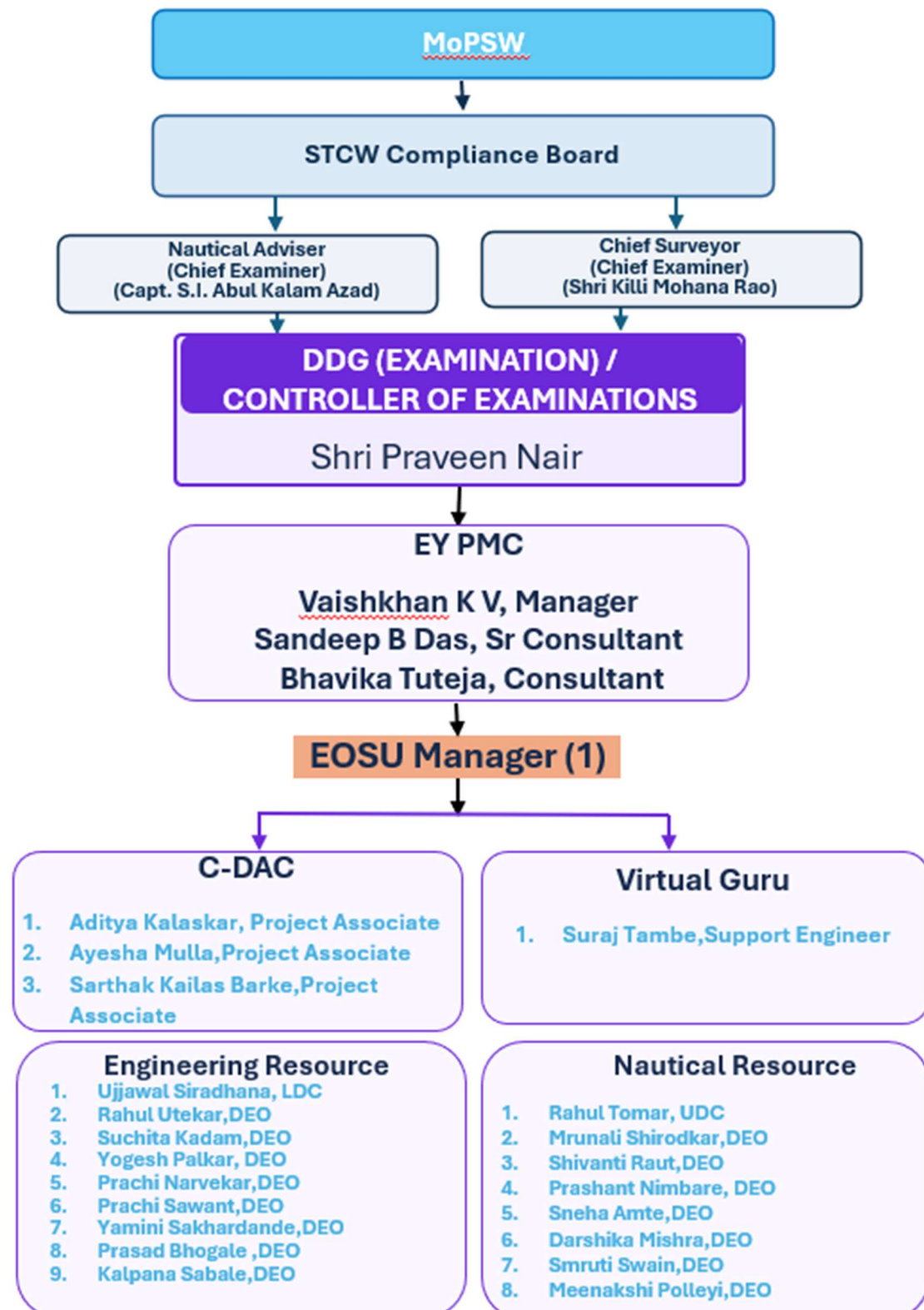
1. The Secretary to the Govt of India, Ministry of Ports, Shipping and Waterways
2. DG Shipping Secretariat, DGMA, GoI, Mumbai
3. Office of Addl DG, DGMA, GoI, Mumbai
4. Sr. PS to CSS/CS/NA(i/c), DGMA, GoI, Mumbai
5. All Branches/Wings of the Directorate
6. All Allied Offices
7. Office Order File

Organogram and Consultancies in Maritime Training & Skilling Branch

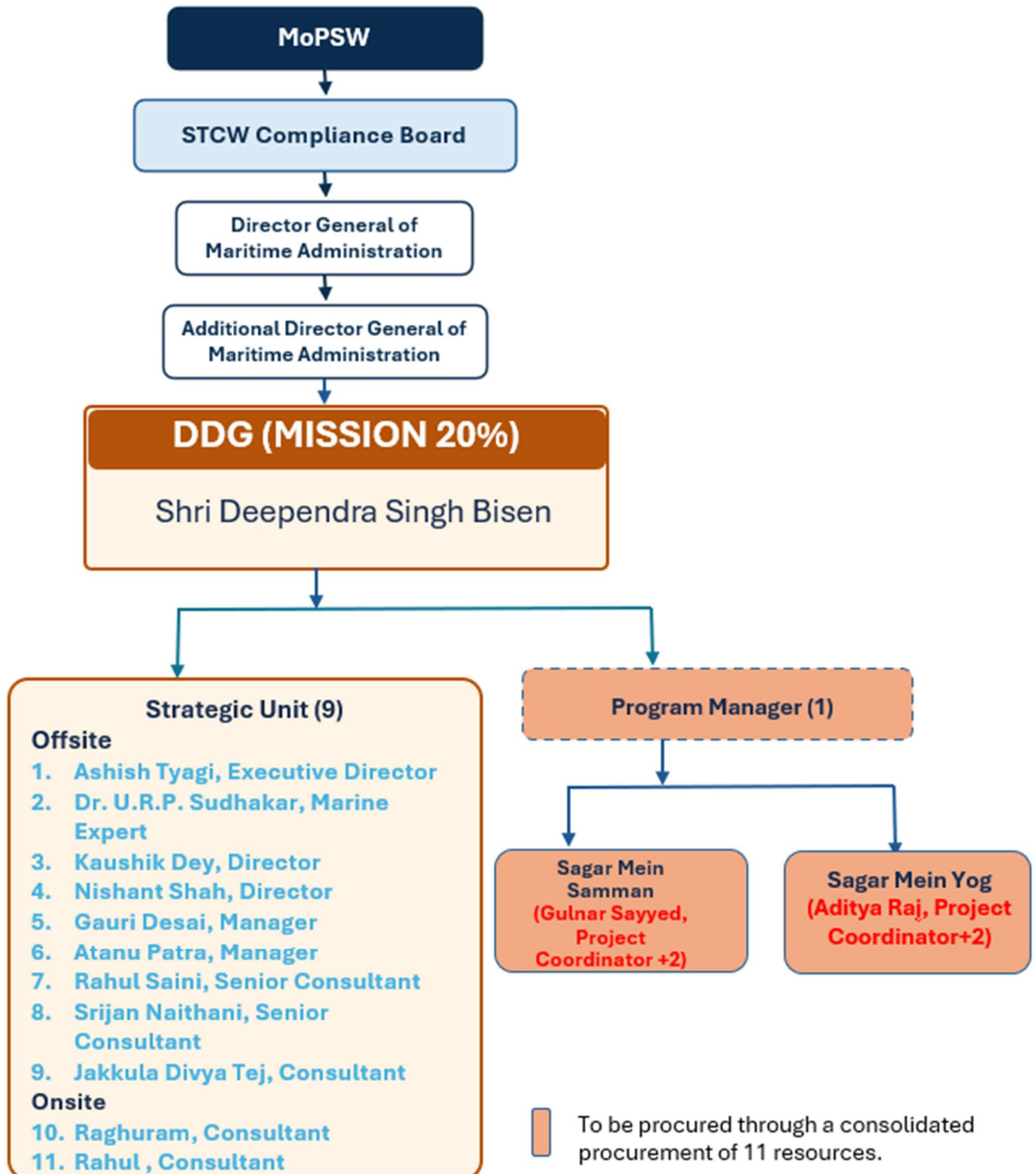


DDG (EXAMINATION) / CONTROLLER OF EXAMINATION

(Organisational Hierarchy)

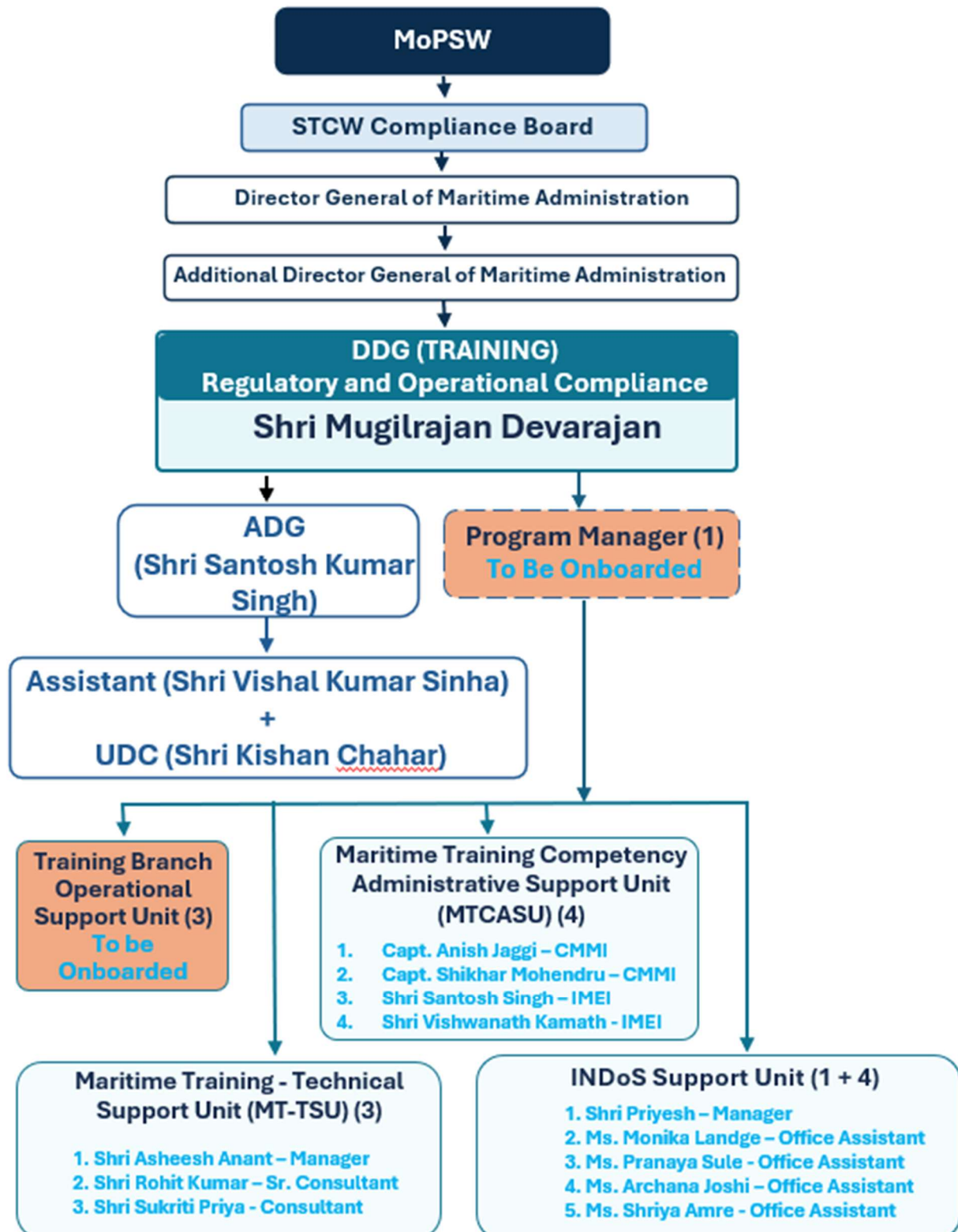


DDG (MISSION 20 %)
(Organisational Heirarcy)



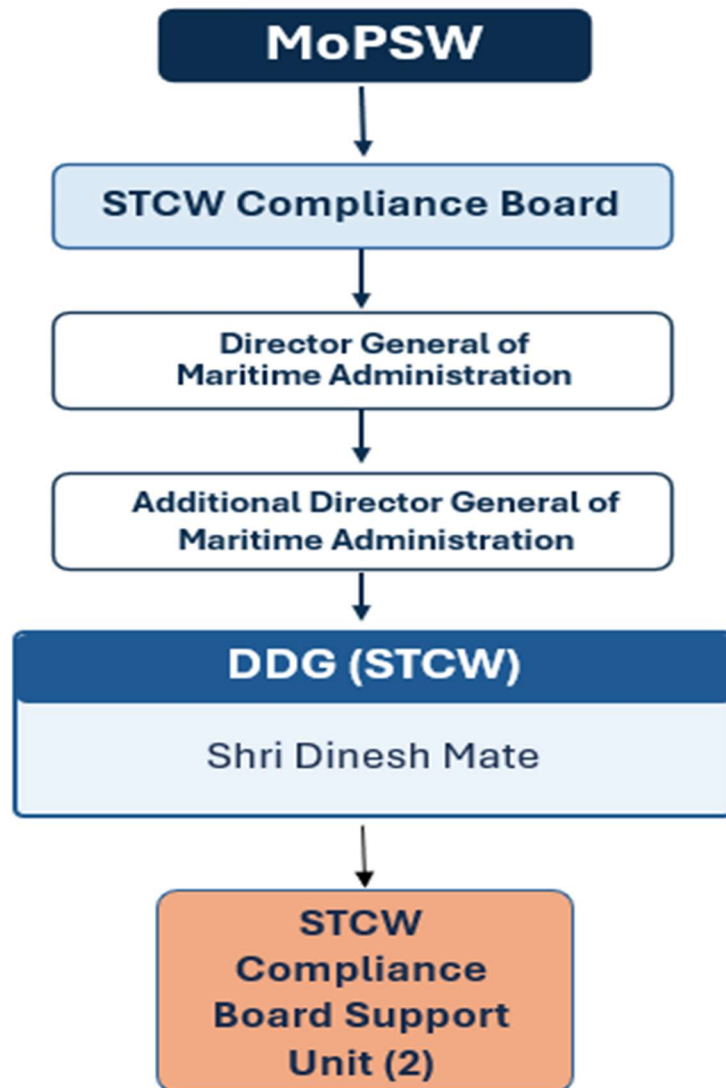
DDG (TRAINING) – Regulatory & Operational Compliance

(Organisational Hierarchy)



DDG (STCW Compliance Board)

(Organisational Hierarchy)



 To be procured through a consolidated procurement of 11 resources.

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Training Branch

The Training Branch of the Directorate General of Maritime Administration (DGMA), under the Ministry of Ports, Shipping and Waterways, Government of India, deals with matters relating to maritime education and training in India. Its functions are governed by the provisions of the Merchant Shipping Act, 2025, the rules and orders made thereunder, and the applicable requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW). Part IV of the Act provides the statutory framework for maritime education, training, assessment and certification of seafarers.

The Training Branch deals with the regulation and monitoring of **Maritime Training Institutes (MTIs)** and maritime training courses conducted by such institutes. In accordance with Section 47 of the **Merchant Shipping Act, 2025**, the Director-General is responsible for the administration, supervision and monitoring of activities relating to maritime education, training and assessment, including approval of training institutes, training courses, onboard training, as applicable, and the method of conduct of such training. The Act also provides for inspection of MTIs and for appropriate regulatory action in cases of non-compliance

The functions of the Training Branch include matters relating to approval and inspection of MTIs and courses, training and assessment standards, examinations, certification requirements and monitoring of compliance with the applicable statutory and regulatory requirements. These activities are undertaken with a view to maintaining the prescribed standards of competency, safety and quality in maritime education and training.

The Branch also deals with measures relating to the development and improvement of the maritime training ecosystem, including training standards, shipboard training and matters concerning the progression of candidates from institutional training to employment at sea.

Key Functions

Regulation of Maritime Training Institutes

- Grant approvals and regulate DGMA-recognized Maritime Training Institutes.

- Process course approvals, batch-strength matters and other institutional permissions.
- Monitor compliance with prescribed infrastructure, faculty, curriculum and training requirements.
- Undertake inspections and quality assessments of Maritime Training Institutes.

Curriculum and Faculty Standards

- Develop and periodically update maritime training curricula and course structures.
- Prescribe standards for faculty qualifications, training and professional development.
- Introduce courses and training modules aligned with emerging maritime technologies and industry requirements.
- Promote competency-based and technology-enabled training methodologies.

Examination and Assessment Reforms

- Develop and strengthen examination and assessment frameworks for maritime trainees.
- Oversee reforms relating to Certificate of Competency examinations, MTI Exit Examinations and Ratings Exit Examinations.
- Promote standardisation, transparency and integrity in examination processes.
- Facilitate the use of digital systems for examination administration, assessment and result processing.

Inspection and Quality Assurance

- Implement the Comprehensive Inspection Programme for Maritime Training Institutes.
- Coordinate third-party and independent inspections of MTIs.
- Monitor compliance with inspection observations and corrective-action requirements.
- Promote continuous improvement in institutional performance and training quality.

Digital Training and Modernization

- Develop and implement digital systems supporting maritime training administration.

- Promote Learning Management Systems, web-based simulators, digital training records and other training aids.
- Facilitate modernization of the MTI Module and related digital platforms.
- Support the development of an integrated and technology-driven maritime training ecosystem.

Shipboard Training and Career Progression

- Coordinate matters relating to shipboard training berths and training ships.
- Facilitate the transition of candidates from pre-sea training to mandatory onboard training.
- Engage with Maritime Training Institutes, shipping companies and other stakeholders to improve shipboard training opportunities.
- Support initiatives facilitating the transition of personnel from the Indian Navy and other eligible streams to the Merchant Navy.

Regulatory and Administrative Functions

- Issue training circulars, orders, guidelines, manuals and notifications.
- Maintain custody and systematic records of training-related regulatory documents.
- Address grievances and complaints received from candidates, seafarers and Maritime Training Institutes.
- Maintain training-related data, statistics and institutional records for monitoring and decision-making.

Strategic and Stakeholder Coordination

- Coordinate with the STCW Compliance Board, Mercantile Marine Departments, Maritime Training Institutes, shipping companies and other stakeholders.
- Monitor training-related targets under **Maritime India Vision 2030** and **Maritime Amrit Kaal Vision 2047**.
- Support policy initiatives aimed at improving the global competitiveness and professional readiness of Indian seafarers.
- Promote awareness of maritime careers among students, youth and educational institutions.

1 Key Initiatives

1.1 Mission 20%

1.1.1 Sagar Mein Samman

Sagar Mein Samman promotes inclusion, equal opportunity, safety, skill development and leadership opportunities for women in the maritime sector. It includes policy measures, welfare interventions and financial support for eligible women cadets and ratings undertaking pre-sea courses.

1.1.2 Sagar Mein Yog

Sagar Mein Yog promotes the physical, mental and emotional well-being of seafarers through structured yoga, mindfulness and wellness programmes. It seeks to integrate wellness practices across pre-sea training, service at sea and post-sea stages.

1.1.3 Zero Tolerance to Maritime Fraud Campaign

The campaign seeks to protect cadets, seafarers and their families from fraudulent training, crewing and placement practices. It promotes verification of MTIs, courses and recruitment agencies through official channels and encourages reporting of fraudulent activities.

1.1.4 Maritime Training Institute in the North-East

Measures have been introduced to facilitate the establishment of Maritime Training Institutes in the North-East through specified infrastructure and intake-related relaxations. The initiative aims to expand access to maritime education and employment opportunities in the region.

1.1.4 Revised Citizen Charter

The Citizen Charter is being reviewed to update service timelines in line with improved digital workflows. The revised Charter will strengthen transparency, accountability and digital tracking of MTI approvals, course approvals, clarifications and grievances.

1.1.5 Ocean-i Section 8 Company

Ocean-i is envisaged as a professionally governed institutional platform for supporting maritime training, technology and international cooperation initiatives. It will facilitate structured programmes, partnerships, digital projects, training berths, scholarships, audits and outreach activities.

1.1.6 Maritime National Games

The Maritime National Games are envisaged as a common sporting platform for seafarers, cadets, ports, shipping companies, MTIs and other maritime stakeholders. The initiative aims to promote fitness, discipline, teamwork and collaboration across the maritime fraternity.

1.1.7 Sagar Prashikshan

Sagar Prashikshan is envisaged as a Maritime Training and Skilling Conclave involving regulators, MTIs, industry stakeholders and subject-matter experts. It will facilitate discussions on training quality, faculty development, technology adoption and alignment between training outcomes and industry requirements.

1.2 Operational & Regulatory

1.2.1 Maritime Training Ecosystem

An integrated digital platform is being developed to bring training delivery, faculty development, attendance, simulators, training records and certificate validation under one secure system. It includes LMS, Faculty Development Programme, Digital TAR Book, centralized attendance and web-based simulators.

1.2.2 New MTI Module – E Navik

The MTI Module is being upgraded as the central digital platform for approvals, inspections, faculty records, batch administration and compliance monitoring of Maritime Training Institutes. It will integrate the STCW workflow, Comprehensive Inspection Programme, Common Admission Portal and training berth mapping.

1.2.3 Creation and Mapping of Training Berths

Initiatives are being undertaken to increase shipboard training opportunities for maritime candidates. A digital mapping system will assign a unique identity to each approved training berth and link it with the cadet's sea-service record.

1.2.4 Common Admission Portal

The Common Admission Portal is proposed as a centralized platform for admission to approved Maritime Training Institutes. It will support eligibility verification, online applications, document scrutiny, merit-based admission and real-time monitoring of sanctioned intake.

1.2.5 Comprehensive Inspection Programme

The Comprehensive Inspection Programme is being converted into an app-based and evidence-driven inspection system. It will provide digital checklists, evidence capture, standardized scoring, deficiency classification and online monitoring of corrective actions by MTIs.

1.2.6 Independent Third-Party Inspection of MTIs

Independent assessments of Maritime Training Institutes are being undertaken through QCI-NABET to complement regulatory inspections. The assessments cover faculty, infrastructure, curriculum, practical training, quality systems and institutional performance.

1.2.7 Dynamic Batch Sizing

Dynamic Batch Sizing links the future intake capacity of an MTI with the number of candidates successfully transitioned to shipboard training. The initiative seeks to align admissions with actual berth availability and improve shipboard placement outcomes.

1.2.8 24×7 e-Navik Grievance Redressal System

The e-Navik platform provides round-the-clock channels for seafarers, candidates and stakeholders to lodge and track grievances. It supports grievance receipt through digital and assisted communication channels for improved accessibility and responsiveness.

1.2.9 Physical Visits to Maritime Training Institutes

Annual visits to MTIs are proposed to review training standards, regulatory compliance, institutional performance and quality assurance. These visits will support early identification of deficiencies and continuous improvement in training delivery.

1.3 Examination

1.3.1 E-Pariksha and Examination Reforms

E-Pariksha provides an end-to-end digital framework for Certificate of Competency written and oral examinations. It covers candidate registration, eligibility assessment, seat booking, examination conduct, evaluation, misconduct monitoring and question-bank management.

1.4 STCW Compliance Board

1.4.1 STCW Compliance Board

The STCW Compliance Board provides an institutional mechanism for oversight of maritime training, competency assessment and compliance with STCW requirements. It considers matters relating to MTI approvals, course approvals, regulatory compliance and corrective action.

2 Governance, Functional Structure and Consultancy Support Framework

2.1 DDG(Training) – Regulatory and Operational Compliance

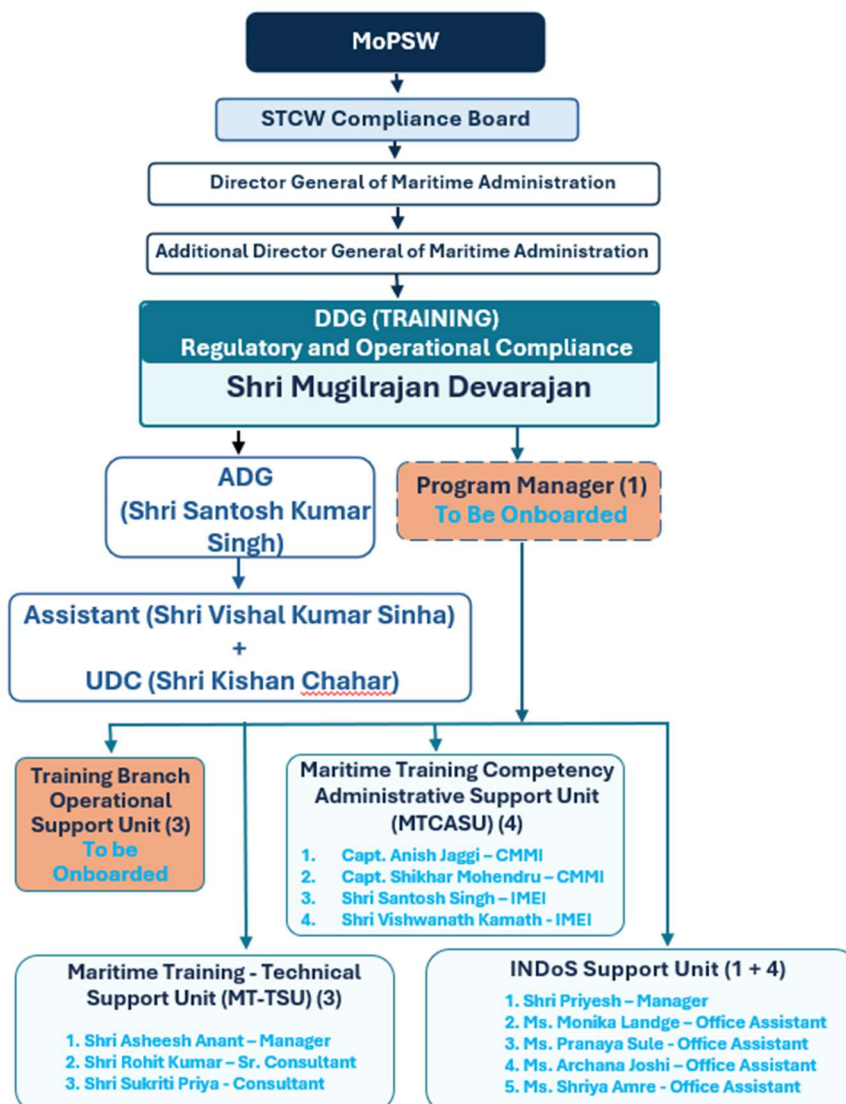
DDG (Training) – Regulatory and Operational Compliance is responsible for the administration, coordination, monitoring and operational functioning of the Training Branch, including regulation and quality improvement of Maritime Training Institutes, inspection programmes, course and batch approvals, shipboard training berths,

examination administration, digital training systems, training aids, grievance redressal and implementation of training-related targets under Maritime India Vision 2030.

The role serves as the focal point for strengthening maritime education and training standards, improving institutional compliance, facilitating the transition of candidates from training to shipboard placement, and coordinating technology-driven reforms across the maritime training lifecycle.

The position derives its authority through the allocation of charge and subject matters by the Competent Authority through **Office Order No. 95/2026 dated 15.07.2026**, issued by the Directorate General of Maritime Administration.

(Organisational Heirarcy)



2.1.1 Functional Responsibilities

DDG (Training) is responsible for the operational leadership, administration, coordination and monitoring of the Training Branch, with a focus on strengthening the quality, accessibility, transparency and regulatory compliance of maritime education and training in India. The role encompasses oversight of Maritime Training Institutes, training approvals, inspection systems, shipboard training berths, digital training initiatives, examination coordination, grievance redressal, data management and implementation of training-related targets under Maritime India Vision 2030. DDG (Training) also coordinates with the STCW Compliance Board, Mercantile Marine Departments, technical support units, consultancy teams, Maritime Training Institutes, examination bodies and other stakeholders for the effective implementation of training reforms and operational initiatives.

Key Areas of Responsibility

2.1.1.1 Maritime Training Institute Regulation and Administration

- Administration and monitoring of matters relating to Maritime Training Institutes under the jurisdiction of the respective Mercantile Marine Departments.
- Processing and coordination of applications for course approval, in-principle approval and post-approval consideration by the STCW Compliance Board.
- Monitoring of approved batch strength, course intake and other operational matters relating to maritime training courses.
- Oversight of the MTI Module and its upgradation for improving the digital administration and regulatory monitoring of Maritime Training Institutes.
- Coordination of MTI-related matters, including institute data, swimming-pool compliance, quality-management systems and cases relating to unauthorized or fake institutes.
- Consideration of institute-specific references, court cases, VIP references and other administrative matters pertaining to Maritime Training Institutes.
- Coordination with the STCW Compliance Board for placing matters requiring in-principle, policy or regulatory consideration.

2.1.1.2 Inspection, Quality Assurance and Institutional Improvement

- Oversight and implementation of the Comprehensive Inspection Programme for Maritime Training Institutes.
- Coordination of third-party inspections and independent assessments of MTIs through NABET-QCI.
- Monitoring of inspection observations, institutional deficiencies and consequent quality-improvement measures.
- Development and implementation of inspection processes, assessment frameworks and CIP ratings.
- Coordination with Maritime Training Institutes, Mercantile Marine Departments and technical support units on inspection findings and compliance requirements.
- Monitoring of Quality Management System-related matters in maritime training.
- Appraisal of significant inspection, compliance and quality-related matters to the STCW Compliance Board.
- Oversight of initiatives aimed at continuous improvement in the quality of maritime training.

2.1.1.3 Shipboard Training Berths and Training Ships

- Coordination and monitoring of all matters relating to shipboard training berths for maritime trainees.
- Development and examination of measures for increasing the availability of training berths.
- Coordination of proposals relating to training ships and other shipboard training arrangements.
- Monitoring the linkage between pre-sea training, availability of onboard training and completion of mandatory sea service.
- Coordination with shipping companies, Maritime Training Institutes, government organizations and other stakeholders on shipboard training opportunities.
- Oversight of supporting systems and proposals relating to the mapping, allocation and monitoring of training berths.

- Preparation and coordination of reports, presentations, detailed notes and meeting records relating to training berths and training ships.

2.1.1.4 Digital Training Systems and Technology-Enabled Reforms

- Oversight of the MTI Module and other digital systems supporting maritime training administration.
- Coordination of e-learning and Learning Management System-related initiatives.
- Monitoring of the Centralized Attendance System for maritime trainees.
- Development and implementation of web-based simulators and other technology-enabled training aids.
- Coordination of the Digital Training and Assessment Record and related digital mechanisms for recording shipboard training.
- Oversight of artificial intelligence, augmented reality and immersive technology initiatives relevant to maritime training.
- Coordination of the Training Ecosystem and its operational components in consultation with the concerned authorities and support units.
- Monitoring the integration of training-related digital platforms to strengthen transparency, traceability and regulatory oversight.

2.1.1.5 Maritime Training Quality and Curriculum Support

- Oversight of initiatives for improving the quality and effectiveness of maritime training.
- Coordination of curriculum and syllabus improvement measures through the Maritime Training Administrative Support Unit and other technical support arrangements.
- Monitoring the development and use of training aids, simulators, digital learning tools and competency-based training systems.
- Coordination of the Maritime Training Technical Support Unit and Maritime Training Administrative Support Unit.
- Support for skill-development initiatives connected with maritime education and training.
- Coordination of proposals relating to a Centre of Excellence for Maritime Training.

- Monitoring the alignment of maritime training initiatives with national priorities and evolving industry requirements.

2.1.1.6 Grievance Redressal, Legal and Compliance Matters

- Handling and monitoring complaints and grievances received from candidates, seafarers and Maritime Training Institutes.
- Appraisal of significant complaints and grievance matters to the STCW Compliance Board.
- Monitoring of grievances received through CPGRAMS and other designated channels.
- Coordination of legal matters, including court cases relating to Maritime Training Institutes.
- Monitoring timely compliance with court directions and submission requirements.
- Coordination with legal consultants for examination of records, preparation of legal responses and updating of cases on the LIMBS portal.
- Coordination of vigilance-related reports, RTI matters, parliamentary questions and other statutory or administrative references relating to the Training Branch.
- Monitoring complaints relating to unauthorized institutes, training malpractice and other regulatory concerns.

2.1.1.7 Transition to the Merchant Navy and Career Promotion

- Coordination of initiatives facilitating the transition of personnel from the Indian Navy to the Merchant Navy.
- Monitoring training, certification and administrative matters associated with such transition.
- Coordination of merchant navy promotional campaigns, including engagement with schools, NCC, ITIs and other educational institutions.
- Oversight of initiatives undertaken through 3BEES and similar arrangements for promotion of maritime careers.
- Coordination of awareness initiatives aimed at improving understanding of approved maritime career pathways.

- Support for activities intended to strengthen maritime skill development and broaden participation in the Merchant Navy.

2.1.1.8 INDoS and Candidate Support Systems

- Administrative oversight and coordination of the INDoS Support Unit.
- Monitoring of INDoS-related candidate support and operational matters.
- Coordination of requests relating to INDoS unblocking and updating of candidate records.
- Monitoring the effective functioning of support mechanisms for candidates, Maritime Training Institutes and other stakeholders.
- Coordination of INDoS-related matters with relevant technical teams and service providers.

2.1.1.9 Maritime India Vision 2030 and Training Targets

- Functioning as the nodal official for training-related targets under Maritime India Vision 2030.
- Monitoring progress against identified maritime training and skill-development objectives.
- Review of training-related provisions under Maritime India Vision 2030 and Maritime Amrit Kaal Vision 2047.
- Coordination of training-related inputs for sector review meetings and other high-level reviews.
- Preparation and consolidation of progress reports, presentations, statistical inputs and implementation updates.
- Coordination with internal branches, technical support units and external stakeholders for achievement of assigned training targets.

2.1.1.10 Regulatory Documentation and Record Custody

- Custody and systematic maintenance of all Training Circulars, Manuals and Notifications.

- Ensuring proper classification, updating and availability of training-related regulatory documents for official reference.
- Coordination of amendments and consolidation of such documents, as approved by the Competent Authority or the STCW Compliance Board.

2.1.2 Contractual Resource Mapped

2.1.2.1 Maritime Training – Technical Support Unit

Reporting Authority: DDG(Training) – Regulatory and Operational Compliance

Resource Profile

S. No.	Resource Name	Designation	Email
1	Asheesh Anant	Manager	aasheesh@deloitte.com
2	Rohit Kumar	Sr. Consultant	rkumar98@deloitte.com
3	Sukruti Priya	Consultant	sukpriya.ext@deloitte.com

Roles & Responsibilities

I. Project Planning and Programme Management

- Plan, coordinate and monitor projects and modernization initiatives undertaken by the Training Branch.
- Develop and maintain project plans covering scope, timelines, deliverables, resource allocation, risks and mitigation measures.
- Monitor project milestones, deliverables and implementation progress.
- Identify project-level risks and coordinate timely resolution of implementation challenges.
- Ensure that project activities are aligned with the strategic objectives of the Directorate General of Shipping and applicable international standards, including the STCW Convention.

- Support timely and quality implementation of assigned projects within the approved scope and budget.
- Maintain project documentation in accordance with organizational standards and guidelines.

II. Digital Maritime Training Initiatives

- Support the planning and implementation of technology-enabled initiatives of the Training Branch.
- Coordinate implementation and enhancement of the Learning Management System.
- Support the development and implementation of web-based simulation systems.
- Coordinate enhancement and modernization of the MTI Module.
- Support Faculty Development Programme-related initiatives having technology or project-management components.
- Facilitate the integration of digital systems, simulators and web-based platforms into maritime education and training programmes.
- Evaluate emerging technologies that may improve maritime training methodologies and the efficiency of Training Branch processes.
- Provide technical support and guidance for the deployment and adoption of approved digital solutions.

III. IT Project Management and Technical Coordination

- Manage and monitor multiple concurrent IT-driven projects within the Training Branch.
- Prepare detailed technical plans, specifications, status reports and other project documentation required for implementation.
- Act as the technical liaison between the Training Branch, internal teams, external consultants and technology vendors.
- Coordinate technical requirements and facilitate resolution of issues arising during project execution.

- Monitor adherence to project timelines, budgets, deliverables and technical requirements.
- Ensure compliance with applicable IT standards, data-security protocols and organizational guidelines.
- Conduct project meetings with stakeholders to provide updates, gather feedback and address implementation issues.
- Support continuous improvement by reviewing project outcomes and identifying opportunities for enhanced efficiency and innovation.

IV. Data Management and Analytics

- Manage, analyse and interpret datasets generated through Training Branch activities.
- Analyse data relating to the Learning Management System, examination processes, MTI performance and other maritime training activities.
- Develop dashboards, reports and visualizations to support monitoring and informed decision-making.
- Ensure the accuracy and integrity of training-related data through quality checks and maintenance of updated databases.
- Support evaluation of training outcomes, examination reforms and project performance through data analytics.
- Conduct trend analysis and develop analytical models to identify areas requiring improvement in maritime training and education.
- Develop and maintain automated arrangements for streamlining data collection, processing and reporting.
- Prepare analytical reports and insights for senior management, Maritime Training Institutes and other authorized stakeholders.
- Act as the custodian of training-related data in accordance with organizational data-management standards and security protocols.

V. Training and Examination Reform Support

- Undertake data-driven evaluation of maritime training programmes and examination reforms.
- Analyse examination performance and training effectiveness to identify areas for improvement.
- Provide project-management and analytical support for initiatives relating to maritime education and training modernization.
- Assist in implementing solutions arising from the evaluation of training and examination processes.
- Support the Training Branch in strengthening the effectiveness, transparency and technology integration of maritime training systems.

VI. Stakeholder Coordination

- Facilitate coordination among the Training Branch, internal teams, Maritime Training Institutes, external consultants, technology vendors and other stakeholders.
- Serve as a point of contact for project-related discussions, updates, requirements and approvals.
- Coordinate with DDG (Training) and NICSI on resource deployment, procurement processes and stakeholder alignment.
- Gather stakeholder requirements and inputs for the effective planning and implementation of assigned projects.
- Conduct regular project meetings and facilitate communication among concerned stakeholders.
- Assist in disseminating project information, progress updates and implementation requirements.
- Ensure that stakeholder feedback is appropriately documented and considered during project implementation.

VII. Monitoring, Reporting and Documentation

- Monitor project timelines, milestones, deliverables, risks and overall implementation status.

- Prepare periodic project reports, progress updates, analytical presentations and decision-support materials.
- Present project status, risks, performance indicators and analytical findings to senior management and other stakeholders.
- Maintain project records, technical specifications, user manuals and relevant supporting documentation.
- Ensure transparency in project monitoring and enable informed decision-making through structured reporting.
- Document stakeholder discussions, project decisions, implementation issues and agreed action points.
- Maintain accessible and updated project information for official review and reference.

VIII. Risk Management and Quality Assurance

- Develop and maintain project-level risk assessments and mitigation strategies.
- Monitor risks affecting timelines, deliverables, resources and technical implementation.
- Facilitate timely resolution of project challenges in coordination with relevant stakeholders.
- Review project outcomes to identify operational, technical and process-level improvements.
- Ensure quality and consistency in project documentation, data outputs and implementation deliverables.
- Support adherence to organizational guidelines, technical requirements and data-security standards.

IX. Innovation and Continuous Improvement

- Promote the use of technology for modernization of maritime education and training.
- Evaluate emerging digital tools and technologies relevant to maritime training.

- Identify opportunities to improve the efficiency of existing Training Branch systems and processes.
- Use project outcomes, stakeholder feedback and data analysis to recommend improvements.
- Support the development of a modern, data-driven and technology-enabled maritime training ecosystem.
- Continuously review tools, analytical methods and project-management practices to improve PMU outputs.

2.1.2.2 Maritime Training Competency Administrative Support Unit

Reporting Authority: DDG(Training) – Regulatory and Operational Compliance

Resource Profile

S. No.	Resource Name	Organization	Email
1	Capt. Anish Jaggi	CMMI	anishjaggi1204@hotmail.com
2	Capt. Shikhar Mohendru	CMMI	shikhar_mohindru@yahoo.com
3	Shri Ajay Kumar	IMEI	ajaykbm_p@outlook.com
4	Shri Vishwanath Kamath	IMEI	Kamath.va@gmail.com

The Maritime Training Administrative Support Unit (MTASU) is responsible for providing specialized academic, technical, administrative and policy support to the Training Branch for strengthening maritime education and training in India. The Unit supports curriculum modernization, development of new courses, examination and certification reforms, regulatory drafting, STCW-related work and technology-enabled modernization of the maritime training ecosystem. MTASU operates in close coordination with the Training, Engineering, Nautical and other relevant divisions of the Directorate General of Shipping.

The Unit comprises maritime domain experts, including Master Mariners and Chief Engineers, supported by contractual resources for undertaking specialized assignments relating to training standards, course syllabi, assessment systems, regulatory frameworks

and strategic training reforms. MTASU reports directly to DDG (Training) and complements the permanent resources of the Training Branch.

Roles and Responsibilities

I. Curriculum and Syllabus Modernization

- Review and update the syllabus of courses conducted by Maritime Training Institutes.
- Modernize maritime training curricula in accordance with changing industry requirements and international standards.
- Develop new courses and training modules relating to emerging maritime technologies and operational practices.
- Support incorporation of revised competency requirements into maritime training programmes.
- Provide specialized nautical and engineering inputs for the development and revision of course content.
- Assist in the implementation of approved syllabus and curriculum reforms across Maritime Training Institutes.
- Support continuous improvement in the relevance and quality of maritime education and training.

II. Training, Assessment and Certification Reforms

- Review and reform exit-examination question papers and question banks for deck and engine cadets.
- Support the revision of competency criteria in accordance with updated STCW requirements.
- Assist in strengthening training, assessment and certification processes.
- Provide domain inputs for improving the quality and relevance of examination questions.
- Support standardization of assessment and certification processes across the maritime training ecosystem.

- Contribute to reforms intended to assess and enhance the professional readiness of Indian seafarers.
- Coordinate with the concerned examination and technical divisions on matters relating to assessment reforms.

III. Development of Maritime Training Standards

- Support the upgrading of training and skilling standards followed by Maritime Training Institutes.
- Assist in aligning training delivery, assessment and certification with global maritime standards.
- Provide technical inputs for improving the quality and effectiveness of maritime training.
- Examine international best practices relevant to maritime education, training and certification.
- Recommend improvements in course structure, training methodology and competency assessment.
- Support the development of standardized training and simulation frameworks.
- Assist the Training Branch in maintaining consistency in the implementation of approved training standards.

IV. Regulatory Drafting and Policy Support

- Prepare draft training circulars, orders, guidelines and regulatory documents.
- Assist in developing regulatory frameworks required for implementing curriculum and training reforms.
- Prepare draft policies, concept papers and guidelines aligned with Maritime India Vision 2030 and Amrit Kaal Vision 2047.
- Provide technical and domain inputs for the revision of existing training-related regulatory provisions.
- Support the preparation of implementation guidelines for Maritime Training Institutes.

- Assist the Training Branch in examining technical and regulatory matters relating to maritime education and training.
- Support the formulation of clear and consistent regulatory requirements for training, assessment and certification.

V. STCW Convention and International Alignment

- Support the ongoing national revision of the STCW Convention framework.
- Analyse international practices and developments relevant to training, certification and watchkeeping standards.
- Recommend appropriate updates for consideration in the Indian maritime training framework.
- Provide technical inputs on proposed revisions to the STCW Convention and related requirements.
- Assist in drafting guidelines for implementation of approved STCW amendments.
- Liaise with the concerned committee, the Ministry of Ports, Shipping and Waterways and other relevant authorities on draft convention text, as required.
- Ensure that proposed training, assessment and certification reforms remain aligned with STCW competency standards.

VI. Technology-Enabled Modernization

- Support the development of a technology-driven maritime training ecosystem.
- Assist in the digitization of maritime training and related administrative processes.
- Support Learning Management System-related reforms.
- Provide inputs for simulator engagement and development of standard specifications for simulators.
- Assist in developing standardized simulation exercises for maritime training and assessment.
- Support the proposed use of pre-simulation screening in oral examinations.

- Oversee or support pilot projects relating to e-learning platforms and simulation laboratories.
- Promote the adoption of technology-enabled systems for improving training quality, standardization and accessibility.

VII. Technical and Domain Support

- Provide specialized nautical inputs through experienced Master Mariners.
- Provide specialized marine engineering inputs through experienced Chief Engineers.
- Support the Training Branch in examining complex technical matters relating to maritime training.
- Provide domain expertise for policy implementation, syllabus revision and course development.
- Assist in resolving technical issues arising during the development or implementation of training reforms.
- Support institutional development through integration of operational, academic and regulatory knowledge.
- Maintain continuity and institutional knowledge during the implementation of long-term maritime training reforms.

VIII. Support to CMMI and IMEI Domain Experts

- Provide comprehensive day-to-day administrative and technical support to consultants engaged through the Company of Master Mariners of India and the Institute of Marine Engineers (India).
- Assist the domain experts in policy and guideline implementation.
- Support course syllabus reviews and updates undertaken by the domain experts.
- Assist in research, documentation, coordination and preparation of technical inputs.
- Support other assignments allocated by the consultants and the Training Branch.

- Facilitate coordination between the domain experts and the concerned divisions of the Directorate.
- Maintain records and track the progress of assignments undertaken by the consultants.

IX. Research, Consultation and Stakeholder Coordination

- Undertake baseline reviews and support consultations with relevant stakeholders.
- Coordinate with Maritime Training Institutes, maritime professional bodies and other concerned organizations.
- Facilitate technical consultations on curriculum, examination, certification and regulatory reforms.
- Gather and analyse stakeholder inputs relating to maritime training requirements.
- Coordinate with the Engineering, Nautical, Training and other relevant divisions of the Directorate.
- Support communication between the Training Branch, domain experts and external stakeholders.
- Assist in incorporating approved stakeholder inputs into draft curricula, policies and guidelines.

X. Data Analytics and Performance Monitoring

- Support data-driven decision-making in maritime training administration.
- Develop key performance indicator dashboards and analytical reports.
- Analyse information relating to curricula, training delivery, examinations and institutional performance.
- Provide analytical inputs for reviewing the effectiveness of training reforms.
- Support monitoring of modernization initiatives and pilot projects.
- Assist in identifying areas requiring academic, regulatory or operational improvement.
- Prepare evidence-based inputs for curriculum and policy decisions.

XI. Pilot Implementation and Feedback

- Support pilot implementation of approved e-learning, simulation and modernization initiatives.
- Coordinate feedback from Maritime Training Institutes and other stakeholders.
- Examine implementation issues arising during pilot deployment.
- Recommend improvements based on implementation experience and stakeholder feedback.
- Assist in refining training systems, course content and regulatory guidelines before wider implementation.
- Support documentation of pilot outcomes and lessons learned.
- Prepare final reports and handover documentation relating to completed assignments.

XII. Documentation and Knowledge Support

- Prepare technical notes, draft policies, concept papers, guidelines, circulars and orders.
- Document curriculum, examination and certification reforms undertaken by the Training Branch.
- Maintain records of stakeholder consultations, technical recommendations and approved changes.
- Prepare analytical reports, dashboards and implementation updates.
- Support preservation of institutional knowledge during multi-year training reforms.
- Compile final reports and relevant handover documentation.
- Ensure consistency and continuity in technical and regulatory documentation.

XIII. Coordination and Reporting

- Work under the overall supervision and direction of DDG (Training).
- Coordinate with the permanent officials and contractual resources of the Training Branch.

- Collaborate with Engineering, Nautical and other relevant divisions on technical and academic matters.
- Monitor the progress of assigned curriculum, examination, policy and modernization activities.
- Submit technical inputs, progress updates and analytical reports to the Training Branch.
- Support coordination with the Ministry, committees, professional institutions and other stakeholders, as required.
- Undertake other maritime training-related assignments allocated by the Training Branch

2.1.2.3 INDoS Support Unit

Reporting Authority: DDG(Training) – Regulatory and Operational Compliance

The INDoS Cell Support Unit is responsible for providing continuous administrative, technical, data-management, grievance-redressal and stakeholder-coordination support to the Training Branch and the Maritime Training Trust. The Unit supports the efficient updating and management of seafarer profiles, resolution of technical and transaction-related issues, examination-related activities, maintenance of audit trails and timely communication with seafarers and other stakeholders.

The Unit comprises one Technical Manager and four Technical Resources and coordinates with the Crew Branch, Maritime Training Institutes, RPSL agencies, examination participants, regional offices, technology agencies and other relevant stakeholders.

All Resources are supervised by CEO, MTT till the transfer of INDoS Management to DGMA.

Resource Profile

S. No.	Resource Name	Organization	Email	Resource Type
1	Priyesh Rupvate	Manager	contract.trg3-dgs@gov.in	Tier 3
2	Ms Monika Landge	Office Assistant (1)	monicaadalvi@gmail.com	MTT

S. No.	Resource Name	Organization	Email	Resource Type
3	Ms Pranaya Sule	Office Assistant (2)	pranaya.asolkar@gmail.com	MTT
4	Ms. Archana Joshi	Office Assistant (3)	a.a.joshi1979@gmail.com	MTT
5	Ms. Shriya Amre	Office Assistant (4)	amreshriya7@gmail.com	MTT

Key Areas of Responsibility

I. INDoS Profile Management

- Process requests for correction of seafarer profile details, including name, surname, address and date of birth.
- Process applications for updating passport details in seafarer profiles.
- Handle requests for updating profile photographs and signatures.
- Process requests for updating registered email addresses.
- Verify the completeness of applications and supporting documents before processing.
- Maintain accurate and updated records of profile-related requests and actions taken.
- Facilitate efficient updating and management of seafarer profiles within the INDoS system.

II. Certificate Management

- Upload IGF and ETR certificates received from Mercantile Marine Departments into the respective seafarer profiles.
- Upload or modify Watchkeeping certificates issued by Facilitation Centres.
- Upload or modify Certificates of Proficiency issued by Facilitation Centres.
- Verify relevant information and supporting documents before uploading or modifying certificates.

- Maintain appropriate records of certificate-related updates and modifications.
- Coordinate with concerned departments and Facilitation Centres for clarification or correction of certificate information.

III. Technical Support and Issue Resolution

- Provide end-to-end technical support for activities undertaken through the INDoS Cell.
- Monitor applications and assist in resolving system-related issues.
- Address technical issues reported by seafarers and other stakeholders.
- Facilitate intake, routing, tracking and resolution of technical issues in accordance with prescribed workflows and timelines.
- Coordinate technical issues requiring intervention by technology agencies or concerned departments.
- Support troubleshooting and timely resolution of issues affecting INDoS services.
- Maintain records of technical issues, actions taken and final resolution.

IV. Transaction and Financial Support

- Address transaction-related issues reported by users.
- Maintain appropriate audit trails for transactions processed through the Unit.
- Support financial bookkeeping relating to INDoS Cell activities.
- Generate e-invoices for Maritime Training Trust employees, including applicable GST certification.
- Maintain documentation relating to e-invoice generation and transaction support.
- Coordinate with the Maritime Training Trust and relevant stakeholders for resolution of financial or transaction-related issues.

V. Grievance Intake and User Assistance

- Receive and process grievances relating to the INDoS Cell and Maritime Training Trust through WhatsApp, email, telephone and DG COMM.

- Guide seafarers and other stakeholders on grievance submission requirements.
- Verify whether grievances contain mandatory information, including the INDoS number and supporting documents.
- Assist users in correcting incomplete or deficient grievance submissions.
- Register grievances on behalf of users when received through indirect channels such as telephone calls or social media.
- Route grievances to the concerned department or stakeholder for examination and resolution.
- Track grievances from receipt to final closure.

VI. Technical Grievance Tracking

- Maintain and regularly update the central technical grievance-tracking system.
- Record the status of each complaint using the applicable portal and helpdesk tools.
- Monitor grievances against the assigned service-level timelines.
- Identify delays, bottlenecks and cases of non-responsiveness.
- Prepare internal flags for escalation or administrative intervention.
- Maintain records of departmental follow-ups, escalations and resolution status.
- Support end-to-end resolution tracking and collection of user feedback.

VII. Stakeholder Coordination

- Coordinate with DG COMM, Crew Branch, DSEO, SMO, GSOs, regional offices, RPSL Cell and Maritime Training Institutes.
- Coordinate with third-party entities involved in relevant activities, including C-DAC and NTA.
- Facilitate timely sharing of grievance details, responses, clarifications and escalation requirements.
- Use standardized formats for communication and coordination across departments.

- Maintain documented trails of stakeholder communications for audit and compliance purposes.
- Coordinate technical issues and support requirements with the agency responsible for implementing the Common Entrance Test.
- Maintain regular coordination with the Crew Branch.

VIII. Examination and Common Entrance Test Support

- Provide technical and coordination support for examination-related systems operating under the Maritime Training Trust framework.
- Support procedural and technical activities relating to the Common Entrance Test.
- Coordinate with the examination implementation agency on technical issues and support requirements.
- Assist users with examination and certificate-related technical issues.
- Facilitate the routing and resolution of examination-related grievances.
- Communicate examination-related status updates and closure information to candidates.
- Maintain documentation of examination-related technical support and grievances.

IX. Communication and Seafarer Engagement

- Provide acknowledgment of grievances and technical requests received from seafarers.
- Communicate status updates during the examination and resolution process.
- Provide closure summaries after resolution of requests or grievances.
- Ensure transparent communication with seafarers and other stakeholders.
- Track and respond to grievance-related feedback from complainants and internal stakeholders.
- Guide users on submission requirements, supporting documents and resolution status.
- Support responsive and accountable service delivery to seafarers and candidates.

X. Documentation, Reporting and Audit Support

- Maintain comprehensive and real-time documentation of seafarer and candidate grievance-handling activities.
- Record grievance intake, communication history, departmental follow-ups, escalation details, resolution status and closure remarks.
- Maintain accurate documentation of INDoS Cell and Maritime Training Trust processes.
- Ensure that documentation is suitable for audit and compliance purposes.
- Prepare weekly and monthly status summaries and tracking sheets.
- Support regular reporting, trend tracking and analysis of grievances.
- Use grievance data to support continuous improvement in service delivery and grievance redressal.
- Maintain documented audit trails of profile updates, certificate uploads, transactions and stakeholder communications.

XI. Monitoring and Review Support

- Monitor pending requests, grievances and technical issues against prescribed timelines.
- Prepare status reports and analytical summaries for internal review.
- Identify recurring issues, processing delays and operational bottlenecks.
- Support weekly and monthly review mechanisms.
- Provide inputs for monthly and quarterly performance reviews by the Project Steering Committee.
- Track implementation of decisions and corrective actions arising from reviews.
- Support continuous improvement of INDoS Cell processes and service delivery.

XII. Data Security and Confidentiality

- Handle seafarer profiles, certificates, grievances and transaction information in accordance with applicable data-security requirements.

- Maintain confidentiality of personal, administrative and financial information processed by the Unit.
- Ensure deployed resources comply with prescribed confidentiality and data-security obligations.
- Maintain secure and auditable records of profile updates, communications and transactions.

2.1.3 Resources to be onboarded

2.1.3.1 Program Manager, Central Coordination

Reporting Authority: DDG(Training) – Regulatory and Operational Compliance & DDG (Mission 20)

Roles and Responsibilities

- I. Resource Management and Coordination
 - Supervise deployed resources across all functional workstreams.
 - Manage resource allocation, utilization and productivity.
 - Act as the single point of coordination between DGMA and the service provider.
- II. Quality Assurance and Delivery Monitoring
 - Monitor timelines and ensure timely delivery of outputs.
 - Review and quality-assure deliverables before submission to DGMA.
 - Facilitate coordination among functional units and resolve interdependencies
- III. Reporting and Management Support
 - Prepare consolidated monthly and quarterly progress reports.
 - Support strategic planning, management reviews and implementation monitoring.
 - Highlight key issues, risks and matters requiring intervention

2.1.3.2 Training Branch Operational Support Unit- Three Resources

Reporting Authority: DDG(Training) – Regulatory and Operational Compliance

Roles and Responsibilities

I. Administrative and Coordination Support

- Undertake day-to-day administrative and coordination activities of the Training Branch.
- Schedule and support meetings, including preparation of background material. Create and process e-Office files and maintain official records.

II. Drafting and Policy Support

- Draft circulars, orders, advisories and official communications for approval.
- Prepare notes, briefs, presentations and policy papers. Support new and strategic initiatives undertaken by the Training Branch.

III. MTI, RTI and Data Support

- Handle matters and correspondence relating to Maritime Training Institutes.
- Prepare responses under the Right to Information Act within prescribed timelines. Collect, analyse and present data, dashboards and management reports.

IV. Monitoring and Follow-up

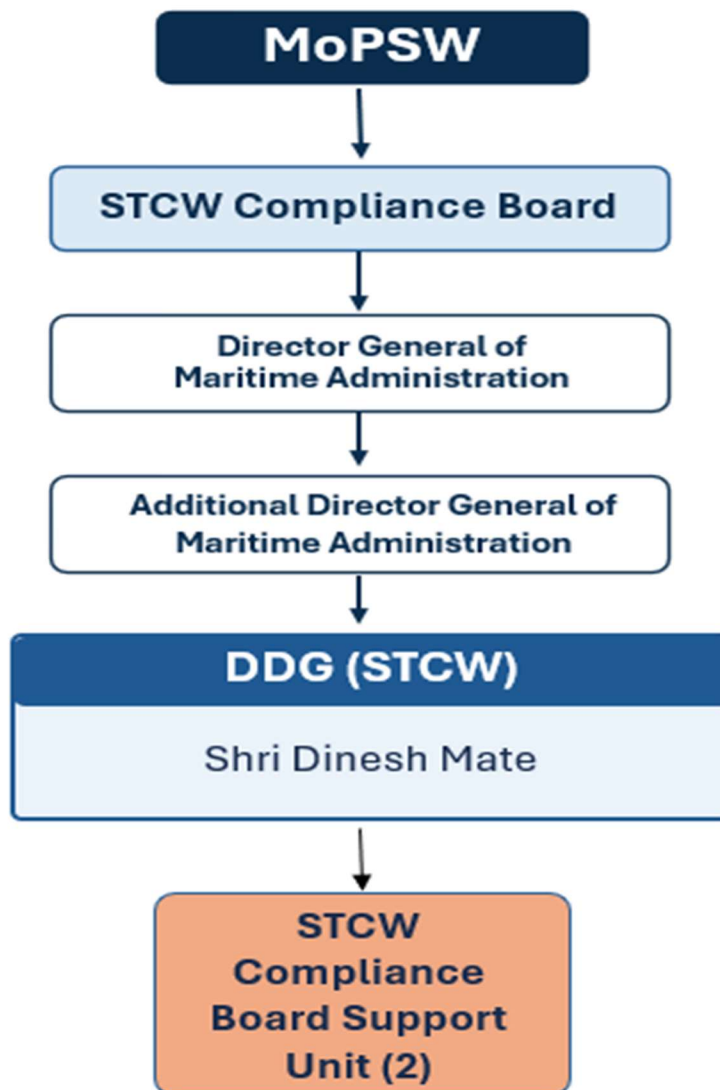
- Monitor implementation of Training Branch decisions.
- Follow up with concerned officials and stakeholders on pending actions. Track assigned matters through to completion and closure.

2.2 DDG (STCW Compliance Board)

DDG (STCW Compliance Board) is responsible for the coordination and conduct of the STCW Compliance Board, including preparation and processing of matters placed before the Board, coordination with the concerned branches and stakeholders, and monitoring of decisions relating to maritime training standards, institutional compliance and regulatory matters.

The position derives its authority through the allocation of charge and subject matters by the Competent Authority through Office Order No. 120/2026 dated 17.08.2026, issued by the Directorate General of Maritime Administration. Under the said Office Order, DDG (STCW) has been assigned responsibility as the Member Secretary for the conduct of the STCW Compliance Board.

(Organisational Hierarchy)



 To be procured through a consolidated procurement of 11 resources.

2.2.1 Functional Responsibilities

2.2.1.1 STCW Compliance Board Governance and Administration

- Function as the **Member Secretary of the STCW Compliance Board**.
- Coordinate the conduct of meetings of the STCW Compliance Board.
- Coordinate preparation of the agenda, presentations, supporting documents and minutes for meetings of the STCW Compliance Board.

- Facilitate placement of policy, compliance and in-principle matters before the STCW Compliance Board for its consideration and decision.
- Coordinate with the concerned branches, officers, institutions and stakeholders for obtaining inputs on matters placed before the Board.
- Maintain systematic records of the agenda, deliberations, decisions and action points of the STCW Compliance Board.
- Monitor follow-up action on decisions and directions issued by the STCW Compliance Board.

2.2.1.2 STCW Policy and Compliance Coordination

- Coordinate policy and compliance-related matters placed before the STCW Compliance Board.
- Facilitate examination of matters relating to maritime training standards, regulatory compliance and institutional requirements.
- Coordinate with DDG (Training) and other concerned branches on matters having operational as well as policy or compliance implications.
- Ensure that matters requiring policy-level or in-principle decisions are appropriately placed before the STCW Compliance Board.
- Facilitate structured consideration of matters relating to guidelines, training processes, inspection frameworks, CIP ratings, MTI-related issues and module upgradation.
- Refer matters involving differences of opinion, issues beyond the assigned functional scope or matters requiring higher-level consideration to the STCW Compliance Board.

2.2.1.3 Board Agenda, Documentation and Decision Support

- Coordinate compilation and preparation of agenda papers for meetings of the STCW Compliance Board.
- Ensure that agenda items are supported by relevant background information, branch inputs and supporting documents.
- Coordinate preparation of presentations and briefing material for consideration by the Board.

- Record and circulate minutes and decisions of the STCW Compliance Board.
- Maintain institutional records relating to Board meetings, deliberations and decisions.
- Facilitate communication of Board decisions to the concerned branches and stakeholders for necessary action.
- Monitor the status of action taken on matters considered by the Board.

2.2.1.4 Coordination with DDG (Training) and Other Branches

- Coordinate with DDG (Training) on matters requiring consideration or approval of the STCW Compliance Board.
- Facilitate the interface between the operational functions of the Training Branch and the policy and compliance functions of the STCW Compliance Board.
- Obtain technical, administrative and regulatory inputs from the concerned branches for matters placed before the Board.
- Promote collaborative and consultative functioning among officers responsible for training operations, policy and compliance.
- Support structured and layered decision-making to strengthen institutional processes and minimize avoidable escalation.
- Facilitate resolution of inter-branch issues through consultation or referral to the STCW Compliance Board, as appropriate.

2.2.2 Resources to be onboarded

Reporting Authority: DDG (STCW Compliance Board)

At present, no dedicated resources are mapped exclusively for supporting the functioning of the **STCW Compliance Board**. Accordingly, it is proposed to onboard **two dedicated professional resources** who will function as the Board's Secretariat and provide complete operational, administrative, documentation and compliance-tracking support throughout the meeting lifecycle. The resources will ensure that Board agenda items are properly documented, meetings are effectively coordinated, decisions are accurately recorded and communicated, and follow-up action is monitored to closure.

Roles and responsibilities of proposed resource

I. Board Secretariat and Meeting Support

- Function as the dedicated Secretariat of the STCW Compliance Board.
- Prepare agenda notes and supporting documents for Board meetings.
- Coordinate meetings, logistics and stakeholder communication.

II. Minutes and Record Management

- Prepare and circulate Minutes of Meetings for confirmation.
- Maintain Board records, registers and compliance documentation.
- Ensure systematic documentation of decisions and directions.

III. Compliance Monitoring

- Track implementation of Board decisions through a live action tracker.
- Obtain updates from concerned branches and follow up on pending actions.
- Prepare Action-Taken Reports for review by the Board.

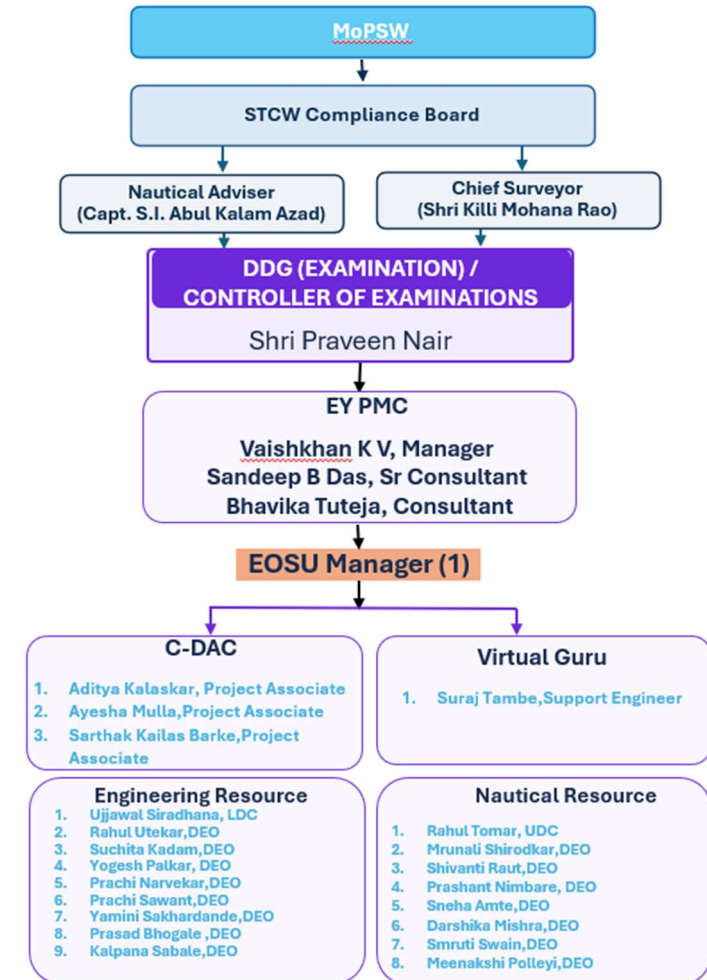
IV. Reporting and Coordination

- Prepare status reports, briefs and review presentations.
- Coordinate with Board members, branches and relevant stakeholders.
- Undertake other work relating to the functioning of the STCW Compliance Board.

2.3 DDG(Examination)/Controller of Exams

DDG (Examination Reforms) / Controller of Examinations is responsible for oversight, administration, reform and quality assurance of the maritime examination ecosystem, including examinations leading to certification, exit assessments and associated digital examination processes.

(Organisational Heirarcy)



The position functions as the nodal authority for examination-related policy implementation, examination conduct, assessment reforms and examination support mechanisms.

The position derives its authority through the allocation of subject matters by the Competent Authority through office orders 95/2026 issued by DGMA.

2.3.1 Functional Responsibilities

2.3.1.1 Examination Governance and Administration

- Function as the Controller of Examinations for all examination reform initiatives within DGMA.
- Oversee administration, conduct and integrity of maritime examinations.

- Ensure standardisation and consistency in examination processes across examination streams.
- Supervise examination-related operational support arrangements and examination delivery mechanisms.

2.3.1.2 Certificate of Competency (CoC) Examination Reforms

- Lead reforms pertaining to Certificate of Competency (CoC) examinations.
- Review and strengthen examination frameworks, procedures and assessment methodologies.
- Implement measures aimed at improving examination quality, transparency and efficiency.
- Oversee matters relating to written and oral examinations.

2.3.1.3 Maritime Training Institute (MTI) Exit Examination

- Administer and monitor MTI Exit Examination framework.
- Oversee conduct, evaluation and result-related processes associated with MTI Exit Examinations.
- Coordinate examination policy and implementation related to exit assessments.
- Monitor quality assurance and continuous improvement initiatives relating to MTI Exit Examinations.

2.3.1.4 Ratings Exit Examination

- Administer BES Ratings Exit Examination and associated assessment processes.
- Monitor examination conduct, evaluation and result publication.
- Ensure compliance with approved examination standards and procedures

2.3.2 Contractual Resource Mapped

2.3.2.1 Examination Reforms PMC – M/s EY Resource Profile

S. No.	Resource Name	Organization	Email
1	Vaishkhan K V	Manager	Vaishakhan.Kv@in.ey.com

S. No.	Resource Name	Organization	Email
2	Sandeep B Das	Senior Consultant	Sandeep.Das@in.ey.com
3	Bhavika Tuteja	Consultant	Bhavika.Tuteja@in.ey.com

Reporting Authority: DDG (EXAMINATION) /CONTROLLER OF EXAMINATIONS

Roles and Responsibilities

- Support overall programme management and implementation of the Examination Reforms initiative, ensuring alignment with DGMA objectives, approved timelines, and project milestones.
- Coordinate with DGMA divisions, C-DAC, MMDs, examination authorities, and other stakeholders for planning, execution, monitoring, and successful delivery of Examination Reforms workstreams.
- Track progress of all examination modules, monitor dependencies, identify implementation risks and issues, and support timely resolution through stakeholder engagement and structured escalation mechanisms.
- Support requirement consolidation, business process review, process standardisation, and documentation of functional and operational requirements across examination processes.
- Monitor development, testing, pilot implementation, rollout, and stabilization activities undertaken by implementation partners, and provide project management support to ensure adherence to approved plans.
- Prepare project reports, progress updates, review notes, presentations, meeting materials, minutes, dashboards, and strategic briefs for senior leadership and stakeholder review.
- Facilitate governance meetings, working groups, workshops, consultations, UAT reviews, and implementation review meetings, ensuring timely closure of action items and decisions.

- Undertake detailed analysis of examination processes, operational challenges, implementation progress, and stakeholder feedback, and translate findings into actionable recommendations for strengthening the examination ecosystem.
- Support coordination relating to examination centre readiness, infrastructure deployment, implementation planning, change management, and stakeholder adoption activities across MMDs.
- Maintain programme documentation, risk registers, issue trackers, decision logs, implementation trackers, and knowledge repositories to support effective programme governance and monitoring.
- Ensure quality assurance of all project outputs and deliverables, including reports, implementation plans, process documentation, and stakeholder communications.
- Support DGMA in monitoring achievement of Examination Reforms objectives, assessing implementation outcomes, and developing future roadmaps for continued modernization of the maritime examination and certification ecosystem

2.3.2.2 CDAC Resources

Resource Profile

S. No.	Resource Name	Organization	Email
1	Aditya Gangadhar Kalaskar	Project Associate	akalaskar@cdac.in
2	Ayesha Mulla	Project Associate	ayesham@cdac.in
3	Sarthak Kailas Barke	Project Associate	bsarthak@cdac.in

Reporting Authority: DDG (EXAMINATION) /CONTROLLER OF EXAMINATIONS

Roles and Responsibilities

- Lead requirement gathering, business process mapping, and functional specification development for all E-Pariksha examination modules in consultation with DGMA, examination authorities, and other stakeholders.
- Support design, development, configuration, testing, and deployment of all examination-related modules, including Registration, Eligibility Assessment, Seat Booking, Question Bank Management, Conduct of Examination, Evaluation, Misconduct Monitoring, and Certification.

- Coordinate integration of E-Pariksha with Bharatkosh, DGMA e-Governance systems, authentication services, payment gateways, certification systems, and other interconnected digital platforms.
- Facilitate user acceptance testing (UAT), system validation, defect resolution, and implementation of enhancements based on stakeholder feedback and operational requirements.
- Provide technical support for examination operations, including computer-based examinations, online oral examinations, evaluation workflows, result publication, and certificate generation.
- Ensure seamless functioning of examination integrity mechanisms, including biometric verification, QR-code validation, secure question delivery, audit trails, proctoring systems, and monitoring tools.
- Support rollout, implementation, and stabilization of examination modules across MMD examination centres and assist in resolving operational and technical issues during live deployment.
- Monitor application performance, system availability, integration health, and user issues, and provide timely corrective and preventive actions for uninterrupted service delivery.
- Maintain technical documentation, system configuration records, release notes, user manuals, and knowledge-transfer materials for all examination reform modules.
- Provide ongoing post-go-live support, incident management, troubleshooting, and technical advisory services for the E-Pariksha platform and associated examination applications.

2.3.2.3 Engineering Resources

Reporting Authority: DDG (EXAMINATION) /CONTROLLER OF EXAMINATIONS

Resource Profile

S. No.	Resource Name	Designation	Course Wise Work Allocation	Email
1	Ujjawal Siradhana	Lower Division Clerk	-	ujjawals-dgs@gov.in
2	Rahul Utekar	Data Entry Operator (1)	Extra First Class	engexam-dgs@nic.in
3	Suchita Kadam	Data Entry Operator (2)	Certificate of Endorsement (CoE)	
4	Yogesh Palkar	Data Entry Operator (3)	Foreigngoing Grades MEO CL-1/II/IV/ETO	
5	Prachi Narvekar	Data Entry Operator (4)	(NCV Class-III CEO, SEO Class-IV), Fishing Vessel CoCs and Dredge Grade CoCs.	
6	Prachi Sawant	Data Entry Operator (5)	Certificate of Endorsement (CoE)	
7	Yamini Sakhardande	Data Entry Operator (6)	E&SS-Exam	
8	Prasad Bhogale	Data Entry Operator(7)	COP Basic, COP Able seafarer engine, COP IGF Code. COP application to Assessment Officer after verification.	
9	Kalpana Sabale	Data Entry Operator (8)	Grievance Matters of CoC Verification	

Roles and Responsibilities

- Coordinate examination-related activities across examination centres, examiners, candidates, and stakeholders to ensure timely and effective conduct of examinations.

- Monitor end-to-end examination processes, including eligibility assessment, seat allocation, examination conduct, evaluation, result processing, and certification workflows, ensuring adherence to approved timelines and procedures.
- Liaise with MMDs, training institutes, examiners, candidates, and implementation partners to facilitate examination administration, resolve operational issues, and support examination planning activities.
- Support the operation and monitoring of digital examination systems, ensuring data accuracy, process continuity, and effective utilization of examination platforms.
- Maintain examination records, candidate information, evaluation data, certification records, and related documentation, ensuring completeness, confidentiality, traceability, and compliance with applicable guidelines.
- Monitor compliance with approved examination procedures, operational protocols, and regulatory requirements, and support audits, inspections, verification exercises, and examination integrity measures.
- Prepare examination dashboards, status reports, analytical summaries, and management information reports to support monitoring, review, and decision-making.
- Track and escalate examination-related incidents, technical disruptions, candidate grievances, operational challenges, and malpractice cases, and support timely resolution through appropriate stakeholders.
- Support implementation of examination reform initiatives, standardized workflows, and process improvement measures aimed at enhancing transparency, operational efficiency, examination integrity, and stakeholder experience.
- Assist in development and maintenance of SOPs, operational guidelines, process documentation, governance frameworks, and knowledge repositories to strengthen examination administration and oversight

2.3.2.4 Nautical Resources

Reporting Authority: DDG (EXAMINATION) /CONTROLLER OF EXAMINATIONS

Resource Profile

S. No.	Resource Name	Designation	Work Allocation	Email
1	Rahul Tomar	Upper Division Clerk	Nautical Wing Exam Cell related all work, all CoC matters, offline CoC NCV and FG and duplicate CoC and COE certificate, Safe manning, Dispensation matter, written and oral correction, MISCONDUCT matter	rahul.tomar-dgs@gov.in
2	Mrunali Shirodkar	Data Entry Operator (1)	Exam related work CoC, Coding, marks entry, result preparation	nt-dgs@nic.in
3	Shivanti Raut	Data Entry Operator (2)	Exam-related work, CoC, Coding, marks entry, result preparation	
4	Prashant Nimbare	Data Entry Operator (3)	Basic DC, CoP application, CoC, Coding, marks entry, result preparation, record of exam papers.	
5	Sneha Amte	Data Entry Operator (4)	Able COP & IGF, watchkeeping cancellation related matter and Document verification , Coding, marks entry, result preparation	
6	Darshika Mishra	Data Entry Operator (5)	Watchkeeping related matter Document verification, Coding, marks entry, result preparation	
7	Smruti Swain	Data Entry Operator (6)	e-office EAC CELL, Assistant Rahul Tomar (UDC), Coding, marks entry, result preparation	
8	Meenakshi Polleyi	Data Entry Operator (7)	Coc printing & Dispatch	

Roles and Responsibilities

- Coordinate examination-related activities across examination centres, examiners, candidates, and stakeholders to ensure timely and effective conduct of examinations.

- Monitor end-to-end examination processes, including eligibility assessment, seat allocation, examination conduct, evaluation, result processing, and certification workflows, ensuring adherence to approved timelines and procedures.
- Liaise with MMDs, training institutes, examiners, candidates, and implementation partners to facilitate examination administration, resolve operational issues, and support examination planning activities.
- Support the operation and monitoring of digital examination systems, ensuring data accuracy, process continuity, and effective utilization of examination platforms.
- Maintain examination records, candidate information, evaluation data, certification records, and related documentation, ensuring completeness, confidentiality, traceability, and compliance with applicable guidelines.
- Monitor compliance with approved examination procedures, operational protocols, and regulatory requirements, and support audits, inspections, verification exercises, and examination integrity measures.
- Prepare examination dashboards, status reports, analytical summaries, and management information reports to support monitoring, review, and decision-making.
- Track and escalate examination-related incidents, technical disruptions, candidate grievances, operational challenges, and malpractice cases, and support timely resolution through appropriate stakeholders.
- Support implementation of examination reform initiatives, standardized workflows, and process improvement measures aimed at enhancing transparency, operational efficiency, examination integrity, and stakeholder experience.
- Assist in development and maintenance of SOPs, operational guidelines, process documentation, governance frameworks, and knowledge repositories to strengthen examination administration and oversight

2.3.2.5 MTI Exit Exam Helpdesk - M/s Virtual Guru Resource

Reporting Authority: DDG (EXAMINATION) /CONTROLLER OF EXAMINATIONS

Resource Profile

S. No.	Resource Name	Organization	Email
1	Suraj Tambe	Support Engineer	suraj@virtualguru.net

Roles and Responsibilities

- Conduct training sessions, user demonstrations and capacity-building programmes for maritime institutions, candidates and stakeholders on the Examination Portal and associated digital examination systems.
- Provide functional and technical support for examination applications, portals and related systems, including troubleshooting, issue resolution and user assistance.
- Liaise with candidates, maritime institutions, service providers and internal technical teams to facilitate timely resolution of application and system-related issues.
- Monitor examination operations and system performance to ensure uninterrupted conduct of examinations and prompt escalation of critical issues.
- Undertake daily monitoring of the Video Management System (VMS) and other examination-monitoring tools to identify suspected malpractice, irregularities and deviations from examination protocols.
- Document, investigate and prepare reports pertaining to malpractice cases, examination incidents and system-related observations for appropriate action.
- Monitor, track and coordinate resolution of examination-related grievances, queries and stakeholder requests through established support mechanisms.
- Support incident management activities, including issue logging, escalation, follow-up and closure of examination-related technical and operational incidents.
- Analyse examination data, trends and operational metrics to generate reports, dashboards and management information for decision-making and process improvement.
- Prepare technical notes, incident reports, support documentation, user guides, operational reports and analytical submissions relating to examination activities.

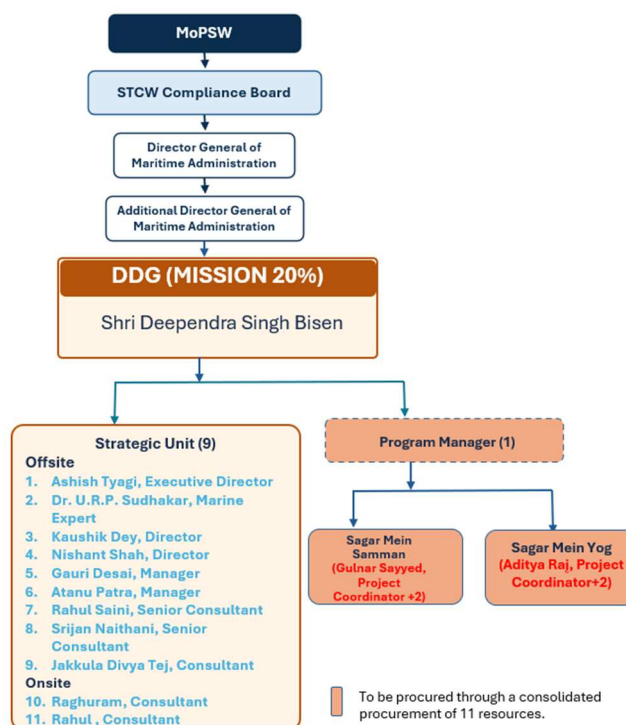
- Support continual improvement of examination processes through identification of recurring issues, implementation bottlenecks and opportunities for system enhancement.
- Coordinate with examination support units, technology partners and relevant stakeholders to ensure effective delivery of examination services and adherence to established service standards.

2.4 DDG (Mission 20%)

DDG (Mission 20%) is responsible for the formulation, coordination, monitoring and implementation of strategic initiatives aimed at enhancing the global competitiveness of Indian seafarers, improving maritime workforce participation, promoting seafarer welfare and wellness, and supporting national maritime outreach programmes. The role serves as the focal point for policy-driven initiatives, stakeholder engagement and strategic projects aligned with Mission 20% objectives.

The position derives its authority through the allocation of subject matters by the Competent Authority through office orders 120/2026 issued by DGMA.

(Organisational Heirarcy)



2.4.1 Responsibilities

DDG (Mission 20%) is responsible for providing strategic leadership, policy coordination and programme oversight for initiatives aimed at increasing India's share in the global maritime workforce and improving stakeholder engagement across the maritime training ecosystem.

Key Areas of Responsibility

2.4.1.1 Mission 20% and Strategic Workforce Development

- Implementation and monitoring of Mission 20%.
- Engagement with external strategic partners for strengthening maritime training and crewing competitiveness.
- Youth engagement initiatives aimed at increasing India's participation in the global maritime workforce.
- Monitoring workforce development targets and associated performance indicators.

2.4.1.2 Seafarer Welfare and Wellbeing

- Sagar Mein Samman (SMS).
- Preparation and monitoring of long-term action plans under SMS.
- Monitoring key welfare-related performance indicators.
- Sagar Mein Yog (SMY).
- Wellness, behavioural and preventive health initiatives for seafarers.
- Coordination with partner institutions and subject-matter experts.

2.4.1.3 Maritime Training and Inspection Support

- Comprehensive Inspection Programme (CIP).
- Maritime Training Institute (MTI) inspection visits.
- Monitoring quality-improvement initiatives arising from inspection observations.
- Coordination with Training Branch and associated support units in relation to inspection outcomes.

2.4.1.4 STCW Policy and Reform Initiatives

- Comprehensive revision of STCW and related regulatory frameworks.
- Coordination with concerned branches, maritime institutions and stakeholders on STCW-related reforms.
- Engagement with national and international stakeholders wherever required.
- Support for policy-level training reform initiatives.

2.4.1.5 Maritime Outreach, Promotion and Awareness

- Planning, coordination and conduct of National Maritime Games.
- Regional maritime games and associated activities.
- Maritime awareness campaigns.
- Social media and outreach campaigns pertaining to maritime training and careers.
- Promotion of merchant navy careers among youth and educational institutions.

2.4.1.6 Strategic Studies, Research and Events

- Oversight of strategic consulting engagements supporting Training and Crew-related objectives.
- Studies and assessments commissioned in support of maritime workforce and training reforms.
- Coordination of training branch conclaves, workshops and flagship events.
- Monitoring implementation of recommendations from strategic studies and reports.

2.4.2 Consultancies/Contractual Resources

2.4.2.1 Strategic Consultancy for Training and Crewing – M/s PwC

Reporting Authority: DDG (MISSION 20)

Resource Profile

S. No.	Resource Name	Designation	Email	Location
1	Ashish Tyagi	Executive Director	ashish.t@pwc.com	Offsite
2	Dr. U.R.P. Sudhakar	Marine Expert	marine.sudhakar@gmail.com	Offsite
3	Kaushik Dey	Director	kaushik.y.dey@pwc.com	Offsite
4	Nishant Shah	Director	nishant.s.shah@pwc.com	Offsite

S. No.	Resource Name	Designation	Email	Location
5	Gauri Desai	Manager	gauri.desai@pwc.com	Offsite
6	Atanu Patra	Manager	atanu.patra@pwc.com	Offsite
7	Rahul Saini	Senior Consultant	rahul.r.saini@pwc.com	Offsite
8	Srijan Naithani	Senior Consultant	srijan.naithani@pwc.com	Offsite
9	Jakkula Divya Tej	Consultant	jakkula.divya.tej@pwc.com	Offsite
10	Raghuram	Consultant	raghuram.m@pwc.com	Onsite
11	Rahul Daspattanik	Consultant	rahul.daspattanik@pwc.com	Onsite

Roles and Responsibilities

I. Current State Assessment of the Seafarer Ecosystem

- Conduct a comprehensive assessment of India's seafarer ecosystem.
- Analyze existing training, certification, placement, and crewing processes.
- Identify key challenges, skill gaps, bottlenecks, and opportunities across the seafarer workforce value chain.
- Assess maritime training institutions and their effectiveness in supporting workforce development.
- Review existing regulatory and policy frameworks governing maritime training, certification, employment, and crewing, including alignment with MIV 2030 and Vision 2047

II. Global Benchmarking and Research

- Study MIV 2030 and Vision 2047 objectives and expectations.
- Research and document global best practices in maritime training, skilling, crewing, and workforce development.
- Benchmark India's maritime ecosystem against leading seafaring nations.

- Compare international policy frameworks, skilling methodologies, technological adoption, crisis management practices, and grievance redressal systems.
- Analyze international apprenticeship, cadetship, placement, and RPSL-equivalent models and assess their applicability to India.

III. Strategic Intervention Design

- Develop strategic interventions to enhance the quality, employability, welfare, gender inclusivity, and competitiveness of Indian seafarers.
- Recommend measures to address:
 - Seafarer abandonment.
 - Criminal and legal issues faced by Indian seafarers abroad.
 - Mental health and wellbeing support systems.
- Recommend curriculum modernization aligned with global maritime standards.
- Propose new skilling initiatives, crew training reforms, and industry partnerships.
- Develop frameworks for public-private partnerships to improve training and placement opportunities.
- Prepare a roadmap for regulatory alignment with international standards and national maritime visions.

IV. Policy Advisory and Reform Recommendations

- Formulate policy recommendations for the growth and sustainability of India's maritime workforce.
- Recommend regulatory reforms to improve:
 - Training.
 - Certification.
 - Crewing.
 - Employment processes.
- Recommend crew training and welfare reforms.
- Propose enhancements to grievance redressal mechanisms.
- Align recommendations with IMO, ILO, STCW, MLC, MIV 2030, and Vision 2047 requirements.
- Develop frameworks for Government-Industry-Academia collaboration.

V. Operationalization and Implementation Planning

- Develop an implementation roadmap with timelines, milestones, stakeholder responsibilities, and measurable outcomes.
- Define roles and responsibilities of key stakeholders, including:
 - Directorate General of Shipping (DGS)

- Maritime Training Institutes (MTIs)
- Shipping companies
- Industry bodies
- Establish Key Performance Indicators (KPIs).
- Design monitoring and evaluation mechanisms for implementation tracking.
- Recommend awareness, outreach, scholarship, and career-support initiatives to attract talent into the maritime sector

2.4.2.2 Sagar Mein Samman

Reporting Authority: DDG (MISSION 20)

Resource Profile

S. No.	Resource Name	Designation	Email
1	Gulnar Sayyed	Project Coordinator	sagarmeinsamman.project@gmail.com

Way Ahead

- 2 more resources to be procured

Roles and Responsibilities

- Support the planning, implementation, and monitoring of activities under the Sagar Mein Samman initiative, aligned with DGMA's objectives on gender equality, dignity, safety, and inclusion in the maritime sector.
- Coordinate with DGMA, maritime stakeholders, industry bodies, training institutes, and implementation partners to facilitate effective execution of programme initiatives.
- Assist in operationalization of approved action plans, programmes, and stakeholder engagement activities under the initiative.
- Organize meetings, consultations, workshops, review sessions, and stakeholder interactions, including preparation of agendas, minutes, and action-taken reports.
- Maintain project documentation, records, databases, and official correspondence related to programme activities.
- Facilitate coordination and communication among maritime stakeholders to support awareness, outreach, and implementation efforts.

- Monitor programme progress, milestones, deliverables, and outcomes, and prepare periodic progress reports, presentations, and status updates.
- Identify implementation risks, gaps, and challenges, and support development of corrective actions and mitigation measures.
- Ensure timely completion of deliverables and support compliance with applicable documentation, reporting, and governance requirements.

2.4.2.3 Sagar Mein Yog

Reporting Authority: DDG (MISSION 20)

Resource Profile

S. No.		Designation	Email
1	Aditya Raj	Project Coordinator	sagarmeinyogcrew@gmail.com

Way Ahead

- 2 more resources to be procured

Roles and Responsibilities

- Support planning, coordination, and implementation of activities under the Sagar Mein Yog initiative.
- Coordinate with DGMA, implementation partners, maritime stakeholders, and participating institutions for smooth execution of programme activities.
- Organize meetings, consultations, workshops, and stakeholder interactions, including preparation of agendas and minutes.
- Maintain project documentation, records, action trackers, and related correspondence to support effective programme management.
- Facilitate communication between stakeholders and disseminate relevant updates, guidelines, and programme-related information.
- Monitor programme progress against timelines and key milestones and highlight implementation challenges for timely resolution.
- Prepare status reports, presentations, briefing notes, and other documentation required for review by DGMA and associated stakeholders.

- Track risks, issues, and dependencies affecting programme implementation and support mitigation measures.
- Coordinate with stakeholders to ensure timely completion of deliverables and adherence to prescribed quality standards.