

S.C.C. (M.V. & H.T.) EXAMINATION-2019 INCLUDING ENDORSEMENT FOR MINING

- Online applications shall be available from 13.08.2019 to 12.09.2019, 11:59 PM
- Last date of submission of completed online application form: 12.09.2019, 11:59 PM
- Please read the instructions carefully before filling up the online application. You may also refer to the ELBO Regulation-2014 for further details.

ELIGIBILITY CRITERIA

1) AGE LIMIT

A candidate for the **examination** for SCC (MV & HT) including endorsement for mining shall be a person not below the age of **21 (twenty-one)** years as on the date of application to appear in the written examination.

Please note that SCC (MV & HT) including endorsement for mining cannot be issued to a person who is more than 70 years old as per ELBO regulation.

2) QUALIFICATION & EXPERIENCE CRITERIA

(A) For SCC (MV) Examination including Endorsement for Mining

Candidates for examination of Supervisor Certificate of Competency (General or Mining) must comply with Regulation-13 (vi) of ELBO regulation and must have passed Degree in Electrical Engineering or Diploma in Electrical engineering having 02 (two) years working experience or Electrician Trade from an ITI with 05 (five) years working experience.

For this purpose a certificate of experience describing the nature of work is to be furnished from a SCC (MV) holder and to be counter signed by the contractor (**FORM-1**).

In the case of a person working under industry the certificate is to be counter signed by the employer (**FORM-2**).

(B) For SCC (HT) Examination

Candidates for examination of SCC (HT) must have in possession of SCC (MV) with knowledge and experience (of at least two years for Degree Electrical Engineers and three

years for Diploma Electrical Engineers) about HT installations towards inspections, design, testing and commissioning, construction, operation and maintenance.

For this purpose a certificate of work experience in support of his / her knowledge is to be furnished from a SCC (HT / EHT) holder and countersigned by the contractor **(FORM-3)**.

In the case of a person working under industry the certificate is to be counter signed by the employer **(FORM-4)**.

3) **EXAMINATION PATTERN**

The examination for Supervisor Certificate of Competency shall be comprised of **Written test and Viva-Voce for MV & HT**. The examination question papers shall be set in English and the candidates are required to answer in English normally. However the board may permit a candidate to answer in Odia. The Viva-Voce test can be taken either in English / Odia / Hindi for the convenience of the candidate.

It is also necessary for candidates to be well conversant with The Electricity Act-2003 & Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulation-2010 for the installations in addition to knowledge on technical standards and specifications.

The syllabus for the Written and Viva-Voce shall be the syllabus as per **Annexure-II & Annexure-III** according to ELBO Regulation Odisha, 2014.

A candidate must secure a minimum 50 marks out of 100 in each paper in the Written examination to appear for Viva-Voce. Minimum 50 marks out of 100 is again to be secured in Viva-Voce for being declared to have passed the examination for issue of Supervisor Certificate of Competency (SCC) in case of MV & HT.

T A B L E

<u>SCC (MV)-General & SCC (MV)-Mining</u>	
Paper-I	Common for both SCC (MV)-General & SCC (MV)-Mining
Paper-II	Only for SCC (MV)-General
Paper-III	Only for SCC (MV)-Mining
<u>SCC (HT)</u>	
Paper-I	
Paper-II	

4) **PROCEDURE FOR SUBMISSION OF ONLINE APPLICATION FORM**

- a) Go to the website: - eicelectricityodisha.nic.in and click on the “**Apply Online**” menu. A new page shall appear. Read the instructions and other details available in the page before proceeding with the online application.
- b) Use the “**Apply now for SCC (MV & HT) Examination 2019 including Endorsement for Mining**” link. A new page shall be displayed containing detailed instructions, list of required documents for uploading and their sizes, format of experience certificates, format of conduct certificate, syllabus of the examination along with other details.
- c) Click on the “**Apply now for SCC (MV & HT) Examination 2019 including Endorsement for Mining**” link and proceed as directed.
- d) Candidates applying for SCC (MV)-General or SCC (MV)-Mining or SCC (HT) may choose accordingly in the online application form.
- e) Fill up the details as per the requirement of the online application. Make sure that scanned copies of all documents of specified type and size are available for uploading.
- f) The following documents need to be uploaded along with the online application failing which the application shall be rejected.
 - (i) Practical Experience certificate as required in the prescribed format only (**FORM-1 / FORM-2 / FORM-3 / FORM-4**).

The experience certificate should indicate the **Full Name, Designation, Official Seal and mobile number of the officer** issuing the certificate for acceptance.

In case of experience certificates issued by an Electrical Contractor and Supervisor, the certificate should indicate the **Full Name, License / SCC No., Official seal and Mobile Number**. Please refer to qualification and experience criteria for further details.

- (ii) Educational qualifications / Technical qualifications.
- (iii) Proof of date of birth (HSC / 10th Board Certificate).
- (iv) Recent passport size colour photograph with white background.
- (v) Specimen signature.
- (vi) Online treasury challan in support of payment of the fees (non-refundable) for the examination:

Please note that e-challan has been made mandatory by Government with effect from 01.04.2015 and no manual challan shall be acceptable after 31.03.2015.

Original e-challan in support of payment of the application fees of **Rs.500/-** (Rupees Five hundred) only (non-refundable) for the examination. The said amount is to be deposited through e-challan by selecting office: “SE-cum-Secretary, ELBO, Bhubaneswar”, Payment type: “05 Licensing” i.e. Head of Account No.”**0043-00-102-0034-01001-000**” (Only e-challan shall be accepted).

Note: In case of **SC & ST** applicant, the examination fees shall be **Rs.250/-** subject to furnishing self-attested copy of the caste certificate issued by an officer not below the rank of Tehsildar / Additional Tehsildar).

Format and required size in KB of the uploading documents

Document	Format	Size in KB
Recent Passport size colour photograph	Jpg/Jpeg	10 to 20
Specimen Signature	Jpg/Jpeg	10 to 20
Practical Experience certificate as required in the prescribed format only (FORM-1/FORM-2/FORM-3/FORM-4)	Pdf	50 to 100
Educational Qualification / Technical Qualification	Pdf	50 to 100
Proof of date of Birth (HSC / 10 th Board Certificate)	Pdf	50 to 100
Online Treasury Challan in support of payment of the fees (non-refundable) for the examination	Pdf	50 to 100
Caste certificate issued by an officer not below the rank of Tehsildar / Additional Tehsildar in case of SC/ST applicants only	Pdf	50 to 100

- (vii) The mobile number is to be furnished since all future communications regarding the application shall be sent using the mobile number only.
- (viii) The scanned copies of photographs and full signature are also mandatory and needs to be uploaded. Ensure that the required documents are scanned and kept ready for uploading before filling up the application form.
- (ix) After filling up the details in the online application form and ensuring that information has been filled up as per the requirement of the application, submit the application by using the “**Submit**” button.

Applications incomplete in any shape shall be liable for rejection.

- (x) A **SMS** shall be sent to the applicant indicating the application number. Getting an application number does not automatically entitle an applicant for appearing the examination.

In case an applicant does not receive the SMS, he / she can request ELBO to resend the application number to the mobile number furnished in the online application by sending an e-mail to secyelbo@nic.in giving name of applicant, mobile number, date of birth, with the subject “**SCC (MV&HT) Examination 2019 including Endorsement for Mining**”.

- (xi) After submitting your application, go to the “**View Application**” link and check that information has been filled up correctly and the photograph, signature and other certificates or documents have been uploaded properly. The details must be clearly visible, otherwise update the photograph, signature, certificates, documents and other required details as necessary by following the “**Edit**” link.
- (xii) After submitting the application and making changes if necessary, print the application slip by using the link “**Print Application**” and retain it for future reference. The application number needs to be quoted for any future communications with ELBO.

Note: The information as available in the website after the last date of submitting online application i.e. **12.09.2019, 11:59 PM** shall only be considered for determining the eligibility of the candidates for the examination. No further changes shall be acceptable after the last date.

5) EXAMINATION PROCESS

- a) After scrutinizing the online applications along with the documents, applicants meeting the eligibility criteria and furnishing the required documents shall be shortlisted by ELBO to appear the Written examination.
- b) Intimation shall be sent by **SMS** only to the shortlisted applicants for the written examination and also subsequently for the Viva-Voce (only to those candidates qualifying in the written examination). The list of shortlisted candidates found eligible for the Written examination and Viva-Voce shall also be displayed in the website.
- c) Applicants who are found eligible for the Written examination and also subsequently for the Viva-Voce (only to those candidates qualifying in the Written examination) need to download the admit card from the website using the “**Download Admit Card**” link. The admit card shall provide the information regarding the date, time and venue of the examination.

- d) Candidates must bring the downloaded admit card along with the original identity proof for verification failing which they shall not be allowed to appear the Written examination.
- e) Candidates **must bring the following documents in original for verification** on the date of the Viva-Voce failing which they shall not be allowed to appear the Viva-Voce and their candidature shall be rejected:
1. Admit card issued by ELBO (to be downloaded from the website by the candidate)
 2. Any one of the Identity proof such as Voter ID card / PAN card / Driving License / Aadhaar card / Passport.
 3. Self-attested photocopies of all the documents uploaded during online application form submission.
 4. Original valid SCC (MV) Book for the candidates applying for SCC (HT).
 5. Original Conduct certificate in the prescribed format only (**FORM-5**).
- f) The S.C.C. (MV & HT) Examination including Endorsement for Mining for the year 2019 shall be held at **Bhubaneswar**. The list of shortlisted candidates shall be displayed in the website. However, ELBO shall not be responsible for any failure of SMS delivery to the applicants. The applicants are advised to visit the website for regular updates regarding examination. The date, time and venue of written examination shall be updated in the website and shall also be communicated to shortlisted applicants by SMS.
- g) The list of successful candidates who have passed the Written examination shall be intimated by SMS and a list shall also be displayed in the website for appearing the Viva-Voce. After qualifying the Viva-Voce and after verification of original documents of passed candidates, they shall be issued / endorsed SCC (MV & HT) including Mining after required approval by ELBO on payment of requisite fees as per Notification No.9768 dtd.09.12.2014 of Department of Energy, Govt. of Odisha.

For any further queries regarding the examination, please contact:

**Secretary (ELBO), 3rd Floor,
Heads of Dept. Building
(Near State Secretariat)
Bhubaneswar-751001.
E-mail: secyelbo@nic.in**

6) IMPORTANT DATES

- Online application shall be available from: **13.08.2019 to 12.09.2019, 11:59 PM.**
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