

WORKMAN PERMIT (EHT) EXAMINATION-2019

- ❖ Online applications shall be available from 16.09.2019 to 11:59PM of 15.10.2019
- ❖ Last date of submission of completed online application form: 11:59PM of 15.10.2019.
- ❖ Please read the instructions carefully before filling up the online application. You may also refer to the ELBO Regulation-2014 for further details.

A) ELIGIBILITY CRITERIA

1. AGE LIMIT:

A candidate for the **examination** for Workman Permit shall be a person not below the age of **20 (twenty)** years on the date of application to appear in the examination.

Please note that Workman Permit (EHT) cannot be issued to a person who is more than 62 years old as per ELBO regulation.

2. QUALIFICATION AND EXPERIENCE DETAILS:

(a) **With ITI Electrician trade** having learner Workman-EHT permit (**Workman HT**) and has assisted in EHT works at least for **three years** under a person possessing a valid Supervisor Certificate of Competency granted by the Board. The experience certificate shall be obtained from the Higher Technical Authority (not below the rank of **Executive Engineer / Manager**) describing the nature of work. In case of persons working under the contractor, the experience certificate shall be obtained describing the nature of work and signed by the contractor and EHT supervisor (**FORM-1**).

(b) Having learner Workman-EHT permit (**Workman HT**) and employed by OPTCL successfully completed one year training under OPTCL Training Centre and has been trained in EHT works at least for five years after training, under a person possessing a valid Supervisor Certificate of Competency granted by the Board. The

experience certificate describing the nature of work shall be obtained from higher technical authority not below the rank of **Executive engineer / Manager** describing the nature of work and recommended by OPTCL higher authority (not below the rank of **General Manager**) (**FORM-2**).

- (c) With **ITI Electrician** trade employed by OPTCL having learner Workman-EHT permit (**Workman HT**) and successfully completed two years experience. The experience certificate shall be obtained from the Higher Technical Authority (not below the rank of **Executive Engineer / Manager**) describing the nature of work which should be counter signed by **CGM (O&M), OPTCL. (FORM-3)**.

B) EXAMINATION PATTERN

- (a) The examination shall be conducted through a viva-voce and the syllabus for the examination shall be as per “**Annexure-I**” of ELBO Regulation-2014. The examination shall be of such a nature as to test the practical knowledge of the candidates, to ascertain their competency and the adequacy of their practical experience to the satisfaction of the Board.
- (b) A candidate must secure a minimum of 20 marks in the test out of 50 marks for being declared to have passed the examination for issue of permit as per Clause-14 of ELBO Regulation-2014.

C) PROCEDURE FOR SUBMISSION OF ONLINE APPLICATION FORM

- (a) Go to the website eiclectricityodisha.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 “Workman Permit (EHT) Examination 2019**” link. Click on the “**Apply online**” menu and proceed as directed.
- (c) 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.

(d) The following documents needs to be uploaded along with 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).**

- 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 EHT Supervisor, the certificate should indicate the **Full name, License/SCC No, Official seal and Mobile Number**. The signature of contractor & supervisor will be checked with record of ELBO.
- Please refer to qualification and experience criteria for further details.

(ii) Conduct Certificate (From Government Gazetted officer only) **(FORM-4).**

(iii) Educational qualifications.

(iv) Technical qualifications.

(v) Proof of date of birth.

(vi) Identity proof such as Voter ID card / PAN card / Driving Licenses / Aadhar card / Passport.

(vii) Address proof such as Telephone Bill / Electricity Bill / Bank Pass Book / Gas Card / any other proof in support of address.

(viii) Recent passport size colour photograph with white background.

(ix) Specimen Signature.

(x) 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 Govt. with effect from 01.04.2015 and no manual challan shall be acceptable.

- Original e-challan in support of payment of the application fees of **Rs.300/-** (Rupees Three hundred) only (non-refundable) for the examination. The said amount is to be deposited through e-challan in the 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.150/-** subject to furnishing self-attested copy of the caste certificate issued by an officer not below the rank of Tehsildar / Additional Tehsildar).
- While paying application fees, the name of depositor must be same as the name of the applicant. If name of the depositor differs from that of name of applicant, challan will not be accepted.

Format and required size in KB of the uploading documents

Document	Format	Size in KB
Recent passport size colour photograph with white background.	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)	pdf	50 to 100
Conduct Certificate (From Government Gazetted officer only) (FORM-4)	pdf	50 to 100
Educational qualifications	pdf	50 to 100
Technical qualification	pdf	50 to 100
Proof of date of birth	pdf	50 to 100
Identity proof such as Voter ID card / PAN card / Driving Licenses / Aadhaar card / Passport	pdf	50 to 100
Address proof such as Telephone Bill / Electricity Bill / Bank Pass Book / Gas Card / any other proof in support of address	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	50-100

- (e) The mobile number is to be furnished since all future communications regarding the new Workman-EHT application shall be sent using the mobile number only and by e-mail if available.

- (f) 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 before filling up the application form.
- (g) 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.
- (h) Applications incomplete in any shape shall be liable for rejection.
- (i) 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.
- (j) 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 and the workman HT permit number with the subject “**Workman Permit (EHT) Examination 2019**”.
- (k) 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.
- (l) 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.

(m) The information as available in the website after the last date of submitting online application i.e. **15.10.2019, 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.

D) 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 examination.
- (b) Intimation shall be sent by **SMS** only to the shortlisted applicants. The list of shortlisted candidates found eligible for the examination shall also be displayed in the website.
- (c) Applicants who are found eligible for the 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 following documents for verification** on the date of the examination failing which they shall not be allowed to appear the examination and their candidature shall be rejected:-
- (i) Admit card issued by ELBO (to be downloaded from the website by the candidate).
 - (ii) All original documents & photo copies for verification.
 1. Practical Experience certificate as required in the prescribed format only
(FORM-1/ FORM-2 / FORM-3)
 - The experience certificate shall 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 EHT 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.
2. Conduct Certificate (From Government Gazetted officer only) (**FORM-4**).
 3. Educational qualification certificates.
 4. Technical qualification certificates.
 5. Proof of date of birth.
 6. Identity proof such as Voter ID card / PAN card / Driving Licenses / Aadhaar card / Passport.
 7. Address proof such as Telephone Bill / Electricity Bill / Bank Pass Book / Gas Card / any other proof in support of address.
 8. 3 (three) nos. of recent passport size colour photograph with white background.
 9. Online treasury challan in support of payment of the fees (non-refundable) for the examination:
 - Original e-challan in support of payment of the application fees of **Rs.300/- (Rupees Three hundred)** only (non-refundable) for the examination. The said amount is to be deposited through e-challan in the 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.150/- (Rupees one hundred and fifty)** only subject to furnishing self attested copy of the caste certificate issued by an officer not below the rank of Tehsildar / Additional Tehsildar).
 10. The workman permit book issued by ELBO.

- (e) In case any discrepancy is observed during the verification between the documents uploaded (with the online application) and the original document submitted, the applications shall be liable to be summarily rejected.
- (f) Workman-EHT Permit Examination for the year-2019 is proposed to be held at Bhubaneswar.
- (g) **The list of successful candidates who have passed the examination shall be intimated by SMS and a list shall also be displayed in the website. These candidates shall be issued workman permits after required approval by ELBO on payment of @Rs.800/- per year as license fees & Rs.800/- as endorsement fee in shape of e-challan & submission of 3 (three) nos. of recent passport size colour photograph with white background.**

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**

E) IMPORTANT DATES:

- **Online applications shall be available from 16.09.2019 to 11:59PM of 15.10.2019**
- **Last date of submission of completed online application form: 11:59PM of 15.10.2019.**
