



**PROCEDURE FOR CONDUCTING TEST OR
INTERVIEW FOR CHARTERED ELECTRICAL
SAFETY ENGINEER AUTHORIZATION,
RENEWAL AND FILING OF RETURNS**

EIC (ELECTRICITY)-CUM-PCEI, ODISHA

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GOVERNMENT OF ODISHA
OFFICE OF THE ENGINEER-IN-CHIEF (ELECTRICITY) -CUM-
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OFFICE ORDER

No. ELBO/CESEC/104/2017/ 2592 / Bhubaneswar, dated 20.08.2020

As per clause No.3 (b), 5 (d) & 9 (d) of Notification no.6293 dated 17.07.2020 of Department of Energy, Govt. of Odisha, this order is issued for the procedure of conducting test or interview for Chartered Electrical Safety Engineer Authorization, renewal & filing of Return

**PROCEDURE FOR CONDUCTING TEST OR INTERVIEW
FOR CESE AUTHORIZATION, RENEWAL & FILING OF RETURN**

A. EXAMINATION

- 1) Notification: The EIC (Electricity)-cum-PCEI, Odisha conducts the Test or Interview each year for which notification is to be published in the Odisha Gazette and Local newspaper.

The notification shall be issued by the Secretary, ELBO and to be published in the 2 (two) nos. widely circulated local daily newspapers twice at an interval of 7 days & also in Odisha Gazette as per the details below:-

Sl. No.	Subject	Month for issuing Advertisement	Last date of receipt of application	Date of Examination
1	Test or Interview	April	31 st May	July
2	By Exemption	May & November	30 th June 31 st December	-

Note :- (1) For authorization of CESE to retired Chief Electrical Inspector or Electrical Inspector there shall be an advertisement in newspaper twice in a year i.e. in May & November inviting applications by end of June and December

respectively. The candidates are to apply for the same in due time. After due scrutiny the candidates are to be intimated for verification of original documents within a period of 2 months from the last date of receipt of application & CESE Authorization shall be issued within one month of verification. If the candidate does not appear for verification of documents and does not fulfill necessary requirements the application will be rejected and the candidate needs to apply afresh.

(2) In case of difficulties in conducting test or interview due to elections, natural calamities etc. the EIC (Electricity)-cum-PCEI, Odisha in consultation with Secretary, ELBO may alter the date of application / examination with approval of EIC (Electricity)-cum-PCEI (O), BBSR.

2) ISSUE OF APPLICATION FORMS AND INSTRUCTIONS

Online / offline application form and instruction to fill up the forms will be made available to the candidate by the Secretary, ELBO through the official website of EIC (Electricity)-cum-PCEI, Odisha. Detailed instructions for filling the forms are given at Annexure-I.

3) RECEIPT OF APPLICATION FORMS

Online / Offline application in prescribed forms (Form-A) duly filled in along with supporting documents are to be received in the office of Secretary, ELBO as per the publication. Online applications will be automatically acknowledged on receipt. Offline applications are to be acknowledged by Secretary, ELBO or authorized officer.

4) ISSUE OF INDEX NUMBER

After receipt of online application an application no. / Acknowledgment No. is automatically sent to applicant through SMS for his reference.

In case of offline applications an index no. to each application is to be created and communicated within the stipulated period i.e. 48 hours of receipt to the applicant.

The format of index number is as per Annexure-II.

To ensure timely despatch of index no. the concerned clerk / Asst. should maintain a register in the format as per Annexure-III to monitor daily progress of despatch of index no. / card by any authorized officer of ELBO.

5) SCRUTINY OF APPLICATIONS:-

The applications received shall be scrutinized with reference to the prescribed check list i.e. Annexure-IV. Eligible applications shall be considered by Secretary, ELBO for further processing and reject the non-eligible applications.

6) INTIMATION TO THE ELIGIBLE CANDIDATES:-

- a. In case of online application, SMS will be sent at least 10 days before the examination to download the admit card for the examination. The admit card shall be as per Annexure-V in which the date, place, time of examination & the required original documents for verification, if any, are indicated.
- b. In case of offline application, Admit card will be sent at least 15 days before the examination through post. The intimation shall be as per Annexure-V in which the date, place, time of examination and the original documents to be brought by the candidate for verifications, if any are indicated.
However, no intimation shall be sent to the candidates whose applications are rejected.

7) APPOINTMENT OF EXAMINERS

- a. In case of written (OMR) / online test (CBT), the question setters are to be appointed at least one month before the date of examination. The written (OMR) / online test (CBT) examination may be prescribed in objective format. The question setters shall furnish the hand written questions with hand written model answers with a certificate that no duplicate question answers have kept by them 2 weeks before the examination.
- b. A moderating committee (with minimum three members) for the examination shall be constituted by EIC (Electricity)-cum-PCEI, Odisha. The moderating committee shall moderate the questions received preferably within 7 days prior to the date of examination for preparation of final question paper.
- c. The final question papers shall be prepared according to the requirement & remain in personal custody of Secretary, ELBO / EIC (Electricity)-cum-PCEI, Odisha for the purpose of maintaining security and confidentiality.
- d. The Centre Superintendent for conducting the test (examination) shall be an Electrical Inspector / Chief Electrical Inspector (excluding the Secretary, ELBO / CE (TCL)-cum-CEI)).

e. For Interview:- A panel of examiners shall be drawn up at least 60 days prior to the date of examination by the Secretary, ELBO & get it approved by EIC (Electricity)-cum-PCEI, Odisha. Effort should be made to obtain for approval from the employers of the examiners to act as examiners where ever necessary. The officers of EIC (Electricity)-cum-PCEI not below the rank of Executive Engineer shall be appointed for organizing (not to act as examiner) the interview. The officer so appointed shall be responsible for smooth conducting of examination including assignment of candidates to different examiners, assisting in verification of originals of the certificate / documents attached to the application forms and maintenance of discipline.

General: The Secretary to Government, Department of Energy will be requested to depute an observer during the test (written examination or online test). The observer shall be of the rank of Deputy Secretary / Joint Secretary / Addl. Secretary to Govt. in Department of Energy.

8) ARRANGEMENT OF EXAMINATION HALL AND SITTING ARRANGEMENT

As soon as the examination date is finalized, the Heads of Local School / College / Institutions are to be requested by a formal requisition by Secretary, ELBO for sparing their school / college to conduct the test (written / online) on the scheduled date. Basing on their requisition / quotation, final order may be placed on the school / college / Institution with approval of EIC (Electricity)-cum-PCEI for sparing / conducting the test (written / online). A line of confirmation should also be obtained from them, if necessary by personal contact just before the day of the test. The Secretary, ELBO will make the sitting arrangement as per the normal practice. (For online test computer terminal to be made available for each candidate).

9) AUTHORIZATION:-

The following persons who will be associated with conducting the test (written examination / online test) or interview shall be issued entry passes to the examination premises.

1. Centre Superintendent
2. All Invigilators
3. Persons engaged to give clerical assistance

4. Attendants
5. Watchman
6. Any other person authorized by EIC (Electricity)-cum-PCEI, Odisha.

Form of entry pass shall be as in Annexure-VI & to be issued by Secretary, ELBO.

10) CONTROLLING THE ENTRY OF CANDIDATES INTO THE EXAMINATION HALL.

Any candidate entering the examination hall shall produce his admit card / intimation letter & Identity proof as prescribed, on demand by the authorized officer. The candidates are required to enter the hall half an hour before the starting of the examination or as indicated in the admit card / intimation letter.

11) INVIGILATION OF EXAMINATION

(a) For written examination: All the invigilators should assemble in the hall as directed by the Centre Superintendent or Secretary, ELBO and collect the blank answer papers and question papers allotted to them before proceeding to their respective examination hall. They should complete the distribution of the blank answer papers to the candidates 5 minutes before starting the examination. The question paper should be distributed to the candidates as soon as the examination bell starts ringing.

2. For online test:- All the Invigilators should assemble in the hall as directed by the Centre Superintendent or Secretary, ELBO and get instruction as necessary for conducting the online test. They should ensure in their respective examination hall for smooth start of online examination in prescribed time.

(b) DISCIPLINE IN THE EXAMINATION HALL.

The Invigilator concerned should maintain discipline in the examination hall. If any candidate is found behaving in an indiscipline manner, he shall be warned orally and if it is repeated, the facts should be brought to the notice of Centre Superintendent.

Any candidate found to be resorting to malpractice in the examination hall should be brought to the notice of the Centre Superintendent / Secretary, ELBO and necessary action as deemed fit shall be taken by the Centre

Superintendent / Secretary, ELBO. Detailed instruction to candidates to observe discipline during examination is at Annexure-VII.

(c) END OF EXAMINATION

Five minutes prior to the end of any sitting of examination there shall be an warning bell and the candidates should keep their answer papers ready to hand over to the Invigilators. On ringing of the long bell at the schedule time, the papers should be immediately collected by the Invigilators.

In case of Online test the online link is to be closed in time.

(d) SUBMISSION OF ANSWER PAPERS

The invigilators after collection of the answer papers shall immediately hand over the answer sheets to the Centre Superintendent / Secretary, ELBO as the case may be, duly accounted for.

12) ANSWER PAPERS FOR EVALUATION:-

In case of online test (CBT) the result will come direct & to be kept in safe custody.

In case of OMR sheet utmost care to be taken during evaluation through any agency / in house regarding secrecy of result.

13) INSTRUCTION IN RESPECT OF INTERVIEW

If interviews will be conducted then the candidate shall appear for viva-voce test & practical examination, which will be evaluated at the examination centre itself & result should be tabulated then & there by the examiner concerned. The result sheet signed by the examiners shall be handed over in a sealed cover to the authorized person deputed by Secretary, ELBO / EIC (Electricity)-cum-PCEI, Odisha. The sealed cover shall be kept in safe custody by the Secretary, ELBO / EIC (Electricity)-cum-PCEI, Odisha. At least two examiners shall be appointed for viva-voce / practical test. Each examiner shall give their marks separately duly signed & the average of the markings of all the examiners will be considered.

14) TABULATION:

After the decoding of answer sheets, the EIC (Electricity)-cum-PCEI, Odisha shall nominate one group (containing 2 members) as tabulators. The tabulators so nominated shall make the tabulation in a confidential manner as prescribed by the EIC (Electricity)-cum-PCEI, Odisha. The tabulation work should be complete

within 7 days of last receipt of the result sheets. The tabulation should be made in the following proforma.

SL. No.	Roll No.	Name of the Candidate	Name of the Centre	Marks obtained	Result (Pass / Fail)

In case of any inconsistency arise, which needs to be resolved with a decision, then it shall be referred to the same moderating committee.

15) SUBMISSION OF RESULTS TO EIC (ELECTRICITY)-CUM-PCEI, ODISHA FOR APPROVAL

After the tabulation is over, the tabulated results (Fair copy) shall be submitted to the EIC (Electricity)-cum-PCEI, Odisha by the Secretary, ELBO for approval. The candidates only who have obtained 50% mark, is to be declared as Pass / successful.

16) PUBLICATION OF THE RESULTS:

After obtaining the approval of EIC (Electricity)-cum-PCEI, Odisha in respect of the results, this should be displayed in the official website & notice board for information of all concerned. A small notice in the paper should be published informing the candidates regarding publication of result as follows.

NOTICE

The result of CESE examination for the year _____ held on _____ is hereby published. The list of successful candidates have been exhibited in the Notice Board of the offices of EIC (Electricity)-cum-PCEI, Odisha / Secretary, ELBO & in the website:- eicelectricityodisha.nic.in (or as changed from time to time).

17) ISSUE OF CESE AUTHORIZATION

The successful candidate shall deposit prescribed fees through e-challan & apply to the Secretary, ELBO with challan for issue of CESE Authorization after document verification. In case the original certificate has not been submitted for verification at the time of examination, the same shall be submitted for verification before issue of authorization. The candidate must submit the undertaking regarding possession of the basic testing equipment as prescribed in the notification (or as changed from time to time). The candidate also required to

furnish the undertaking towards employment in the prescribed format issued from time to time before issue of authorization. In case of any discrepancy found during verification of document, possession of instrument & employment undertaking, then no authorization will be issued, even though candidate passed in the examination.

B. EXAMINERS

18) ELIGIBILITY OF THE EXAMINERS:

- a) Setting of the question (i) For setting of the questions papers, Electrical Engineers not below the rank of SE (Govt.) / Sr.GM, OPTCL or Engineers who head the Electrical Engineering wings of private / public sector undertakings employing at least 500 persons or Assistant professor of Electrical Department of Govt. Engineering college in Odisha are eligible. (ii) The question paper will be again scrutinized by a moderating committee (Committee consisting not less than 3 members who are eligible to be examiners).
- b) Invigilation: - The invigilator shall be an officer of the rank of EE / AEE (Govt.) / the staff of the institution where examination will be conducted. In each hall of examination centre, there should be minimum 2 invigilators. The Centre Superintendent for the examination shall be a person out of the Electrical Inspector / Chief Electrical Inspector of the Inspectorate.

C. CANDIDATES FOR THE EXAMINATIONS

19) Eligibility of Candidates for examination

- (i) The minimum age limit should be 21 years on the date of application. The upper age limit is 65 years.
- (ii) A person will be eligible to appear the examination if he possesses (a) Electrical Engineering degree or Equivalent degree with at least 5 years of experience in operation and maintenance of electrical installation and also should have the knowledge of the works related to observance of electrical safety regulations / NEC, BIS etc. **or** (b) Electrical Engineering diploma holder with at least 10 years of work experience in construction, operation & maintenance of electrical installation and also should have the

knowledge of the works related to observance of electrical safety regulations / NEC, BIS.

- (iii) The person must possess appropriate Supervisor Certificate of Competency issued by the Electrical Licensing Board, Odisha.
- (iv) The person shall not hold any post in Government / Semi-Government / Public Sector undertaking or associated with any organizations which directly or indirectly influence the working of CESE.
- (v) The person must be a citizen of India.

Note- The qualification as prescribed in the notification for CESE from time to time shall apply.

D. CANDIDATES FOR EXEMPTION

20) The person who has retired from Govt. and worked as Chief Electrical Inspector or Electrical Inspector is exempted from appearing any test or interview for authorization as CESE. The eligible candidate may apply on notification by Secretary, ELBO. The application will be scrutinized and eligible candidate will be called for document verification and submission of possession of instrument and employment undertaking. After successful verification, application will be processed for approval of EIC (Elect.)-cum-PCEI, Odisha, Bhubaneswar. After approval the candidate is required to deposit the registration fee. On successful payment of registration fee authorization certificate will be issued by Secretary, ELBO.

E. RENEWAL OF AUTHORIZATION

21) Application for renewal

- (a) The application for renewal of Chartered Electrical Safety Engineer (CESE) shall be submitted along with performance as CESE in prescribed format (Form-B) to the Secretary, ELBO.
It shall be submitted within 30 days before the expiry but not before 90 days from the date of expiry.
- (b) The participation certificate of the refresher training course conducted by ELBO is to be furnished along with renewal form.

- (c) The details of work completed as CESE, as per the scope of work defined in the Notification for CESE by Govt. from time to time, shall be submitted in the format at Annexure-VIII.
- (d) However no renewal of CESE will be considered on attaining the age of 65 years.
- (e) The CESE must file all the quarterly returns in time as per the notification of Govt. Otherwise his renewal application will not be considered.
- (f) The CESE must submit an undertaking regarding possession of the basic equipment as prescribed. All the equipment must be calibrated from Standard Testing Laboratory (STL), Bhubaneswar or National Accreditation Board for Testing and Calibration Laboratories (NABL) accredited laboratory at least once in every two year.

21) Approval & issue of Renewal

On receipt of renewal application for CESE, the Secretary, ELBO will scrutiny the documents, performance of the CESE & the quarterly returns filled..... The Secretary, ELBO may obtain the view of Chief Electrical Inspector (CEI) or Electrical Inspector (EI) concerned under whose jurisdiction the CESE has performed the self-certification work in the past.

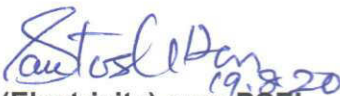
Basing on the application, performance, participation certificate for refresher training & views of field CEI or EI, the Secretary will submit the proposal of renewal of CESE to the EIC (Electricity)-cum-PCEI, Odisha for approval.

On approval of EIC (Electricity)-cum-PCEI, Odisha, the renewal of CESE will issued by Secretary, ELBO.

F. FILLING OF QUARTERLY RETURN


22) The Chartered Electrical Safety Engineer shall fill an online quarterly return giving the details of work taken up during the quarter & such other information as incidental to it in the form as Annexure-IX.

Failing to file return shall be considered as violation & attract penal provision under the Notification No.6293 dated 17.07.2020 of Department of energy, Govt. of Odisha.


EIC (Electricity)-cum-PCEI,
Odisha, Bhubaneswar


Memo No. 2593 /Dated, the 20-08-2020

Copy submitted to the Principal Secretary to Govt. Of Odisha, Department of Energy, Bhubaneswar for information and necessary action with reference to Notification No.6293 dated 17.07.2020 of Department of Energy.


EIC (Electricity)-cum-PCEI,
Odisha, Bhubaneswar

Memo No. 2594 /Dated, the 20-08-2020

Copy forwarded to All Departments of Govt. / All Heads of Department for information and necessary action.


EIC (Electricity)-cum-PCEI,
Odisha, Bhubaneswar


Memo No. 2595 /Dated, the 20-08-2020

Copy forwarded to Finance Departments/ A.G.(A&E), Odisha for information and necessary action.


EIC (Electricity)-cum-PCEI,
Odisha, Bhubaneswar

Memo No. 2596 /Dated, the 20-08-2020

Copy forwarded to Chief Engineer-cum-CEI, Central Zone, Odisha, Bhubaneswar / Chief Engineer-cum-CEI, Western Zone, Odisha, Sambalpur / Chief Engineer-cum-CEI, South Zone, Odisha, Ganjam, Berhampur / Chief Engineer-cum-CEI, North Eastern Zone, Odisha, Balasore / Superintending Engineer-cum-Secretary, ELBO Bhubaneswar for information and necessary action.


EIC (Electricity)-cum-PCEI,
Odisha, Bhubaneswar


Memo No. 2597 /Dated, the 20-08-2020

Copy forwarded to Joint Apprenticeship Advisor, O/O Directorate of Technical Education & Training, Odisha / CMD, NALCO, Bhubaneswar / Director Mines Safety (Elect.), O/O Dy. Director General Mines, 3rd Floor, RT-3 Building (Old), CMPDI Campus, Kanke Road, Ranchi, Jharkhand for information and necessary action.


EIC (Electricity)-cum-PCEI,
Odisha, Bhubaneswar

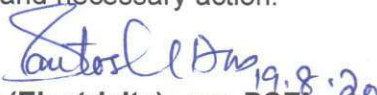
Memo No. 2598 /Dated, the 20.08.2020

Copy forwarded to Chairman-cum-Managing Director, OPTCL, Bhubaneswar/ CMD, OHPC, Bhubaneswar / M.D,OPGC, Bhubaneswar / Chief Executive Officer, CESU, Bhubaneswar / Chief Executive Officer, Central Service Office (NESCO/ WESCO/ SOUTHCO) ,Plot No.N-1/22, IRC Village, Nayapalli, Bhubaneswar-15/ M.D, WESCO, Corporate Office, At/po: Burla, Dist: Sambalpur / M.D, NESCO, Corporate Office, At/po:Januganj, Dist: Balasore/ M.D, SOUTHCO, Corporate Office, At/Po: Courtpetta Square, Berhampur, Dist: Ganjam for information and necessary action.


EIC (Electricity)-cum-PCEI,
Odisha, Bhubaneswar

Memo No. 2599 /Dated, the 20.08.2020

Copy forwarded to the Utkal Chamber of Commerce, Bhubaneswar / Cuttack, Electrical Contractors Association, Odisha, Bhubaneswar for information and necessary action.


EIC (Electricity)-cum-PCEI,
Odisha, Bhubaneswar

Memo No. 2600 /Dated, the 20.08.2020

Copy forwarded to the Director of Printing Stationery and Publication, Odisha, Cuttack for publication of the Notification (statutory) in the next issue of the Odisha Gazette and supply 100 copies of the Notification to this department.


EIC (Electricity)-cum-PCEI,
Odisha, Bhubaneswar

Copy to Guard File.

FORM-A

APPLICATION FOR CHARTERED ELECTRICAL SAFETY ENGINEER AUTHORISATION

1. Name of the Applicant
(Block Letter) :

2. Name of the Father :

3. Present Address :

4. Permanent Address :

5. Date of Birth :

D	D	M	M	Y	Y	Y	Y
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6. Gender : Male Female

7. Aadhar Card No. :

8. Mobile No. :

9. E-Mail ID :

10. Technical Qualification :

11. Whether employed : (Yes / No)

(a) Name of the present employer (if yes) :

12. Experience details (As per format) :

Sl. No.	From Date	To Date	Post Held	Place of Posting	Organization	Description of Nature of Work Indicating Voltage

(Experience certificate is to be signed by the applicant and countersigned by Superintendent Engineer / General Manager, Technical)

13. SCC Details

(a) SCC No. :

(b) Category : (MV / HT / EHT)

(c) Validity period :

Recent
Passport size
colour
Photograph

14. Treasury Challan Details

- (a) Challan No :
 (b) Amount :
 (c) Date :
 (d) Name of the Treasury :

15. Specimen Signature

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Enclosures (Off line application) / Upload (Online application)

N.B.:- In case of online application original copy of the following documents to be uploaded in the online platform and in case of off line application, self-attested Xerox copy of the following documents are to be enclosed with the application.

- (i) Educational and technical certificate.
- (ii) Experience certificate as per the format.
- (iii) Identity proof such as Voter Id card / Driving License / Aadhaar Card / Passport.
- (iv) Address proof such as Telephone bill / Electricity bill / Bank passbook / Driving License / Aadhaar card / Passport.
- (v) Original copy of Treasury Challan (only in case of off-line application).
- (vi) 3 Nos. of attested Passport size colour photograph (self-attested on the back side of the photograph. One photograph to be pasted on the form (only in case of off-line application) and one no. of photograph (uploaded only in case of online application).
- (vii) Photocopy of PAN card.
- (viii) Full signature (uploaded only in case of online application).

Undertaking

I hereby declare that the information mentioned above is true to the best of my knowledge and belief and if the information being found false or incorrect my Chartered Electrical Safety Engineer Certificate is to be cancelled.

Place:

Date:

Signature of the applicant

UNDERTAKING

Regarding Employment

Employment Details

I Mr./Miss/Mrs. _____ do hereby undertake that, I am working as whole time employee or consultant as _____ (Designation) in the organisation _____ under State Govt. / Central Govt. / State owned Public Sector / Central Public Sector / Any Company or Firm or Distribution licensee as on date _____.

Non-Employment Details

I Mr./Miss/Mrs. _____ do hereby undertake that, I am not working as whole time employee or consultant under State Govt. / Central Govt. / State owned Public Sector / Central Public Sector / Any Company or Firm or Distribution licensee as on date _____.

I hereby declare that the information made in the undertaking is true to the best of my knowledge and belief and if the information being found false or incorrect my _____ is to be cancelled.

* Strike out which is not applicable.

Date:

Full Signature of Applicant

EXPERIENCE CERTIFICATE

This is to certify that the applicant (name) _____
is / was working in this organization _____ as
_____ and the details of works for which he / she
is/was engaged is as mentioned below:

Sl. No.	Period of employment		Designation	Organization	Brief description and nature of work clearly indicating voltage level
	From	To			

The experience certificate as per the format mentioned above duly signed by self and counter signed by higher Technical Authority with Name, Mobile Number, Designation and Seal (Not below the rank of Superintending Engineer / General Manager).

Signature of Applicant

Signature with Seal of Officer
Name of Officer
Mobile No.

FORM-B

APPLICATION FOR RENEWAL OF CHARTERED ELECTRICAL SAFETY ENGINEER CERTIFICATE

Recent
Passport size
colour
photograph

1. C.E.S.E. No. :
(Chartered Electrical Safety Engineer Authorisation)

(a) Valid upto :

2. Name of the applicant(In Block Letter) :

3. Mobile No. :

4. Date of Birth :

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

5. Present Address :

6. Renewal period : 1 year / 2 years / 3 years

7. Employment Details :

a) Whether Employed (Yes / No) :

b) Name of the employer (If yes) :

8. Challan details (in case of late applicant only) :

a) Treasury Challan Details :

b) Challan No :

c) Amount :

d) Date :

e) Name of the Treasury :

Enclosure

- 1) 3 Nos. of attested Passport size colour :
photograph (self-attested on the back
side of the photograph. One photograph
to be pasted on the form
(only in case of offline application) and
1no. of photograph (uploaded in case of
online application)
- 2) Performance report (Annexure-VIII) :
- 3) Challan, if any :

Date :

Place :

Signature of the Applicant

(FORM-A)

Instruction for filling up the application

The candidate, before filling up the application, go through the instruction carefully

(1) Candidate fill up the Name, Father's Name, Present address, Permanent address, Date of birth, Gender, Aadhaar Card No. (Optional), Mobile No., Email ID, Technical qualification & whether employed in the appropriate place indicated in the application form.

(2) If employed, the name of present employer.

(3) The candidate give details of his experience in the following format:

Sl. No.	From date	To date	Post held	Place of posting	Organization	Description of Nature of work indicating voltage

(Experience certificate – It should be signed by the applicant and countersigned by Superintending Engineer / General Manager, Technical. If working under Electrical Contractor, then it should be signed by both Contractor & Supervisor with seal).

(4) Give details of SCC issued by ELBO

- a. SCC No.
- b. Category : (MV / HT / EHT)
- c. Validity Period

(5) Details of deposit towards application fees :

Application fee for

CESE _____ Rs.500/- (as prescribed by Govt. from time to time).

This fee is to be deposited through electronic challan (e-challan) & enclose the copy of challan. Give details of challan i.e. challan No., Amount, Date & Name of Treasury.

(6) The candidate should put his specimen signature in boxes provided in the form.

(7) Enclosures.

All the enclosures are to be submitted as prescribed in the form-A (or upload in the online application which should be legible)

(8) No item of the form should be left blank without being filled up. In none of the columns 'X' or '-' or a blank without mentioning anything should be indicate. In case the items are not relevant, the candidate should write "Not applicable" against the same.

(9) Candidate must put his signature, place & date at the last part of the form (as indicated in the form).

Index Card

To

Sri _____

At/Po _____

Dist- _____

Pin _____

Your application for CESE examination year _____ has been duly received in this office and you have been assigned INDEX No. _____. You are required to quote the above index number in all correspondence relating to the above examination. Failing which your correspondence will not be entertained.

Secretary, ELBO

N.B.:- In case of online application, Application No. / Ack. No. will be automatically sent to the candidate through SMS & no further index number will be sent.

Annexure-III

Progress Register (Check details)

Date	No. of applications in hand	No. of application received	Total	Index card dispatched	Balance in hand for issuing index cards	Signature of Dealing Asst.	Signature of AEE / Authorized Officer	Remarks

N.B.- In case of online application a record of verification is to be kept for reference.

Checklist

CESE Examination year _____

Name of the Applicant

Index number (Apl. No. / Ack. No.)

Date of receipt of Application

Allowed

Secretary, ELBO

Rejected

(Reason for rejection)

1. Application received after due date.
2. Applicant is underage or over age
3. Examination fees & treasury challan
 - a. Examination fees not deposited
 - b. Deposited fee are inadequate
 - c. Fees deposited in wrong / incorrect of head of account in the treasury.
4. Photographs not submitted as specified
5. Specimen signature not submitted / uploaded.
Prescribed
6. Any of the document not submitted (please mention)

7. Experience
 - a. Experience is not adequate
 - b. Experience certificate furnished is not clear & specific
 - c. Experience certificate not signed by employer / Superintending Engineer / General Manager in case of Industry. Signature of contractor without any seal, license No. & not valid during the period of experience.
8. Existing SCC not valid or no SCC
9. Application form incomplete i.e. SI. No.....
10. Any other reason (to be specified)

Note: Strike out whichever is not applicable

Secretary, ELBO

N.B. In case of online application, only two list are prepared i.e. (a) List of selected candidate (b) List of Rejected candidate with reason. These list will contain, Name of candidate, Fathers Name, Date of birth, Application No. / Ack. No. & reason of rejection (only in case of (b)).

ELECTRICAL LICENSING BOARD, ODISHA
ADMIT CARD

CESE Examination Year _____

Roll No. _____

Centre :

Place of Examination

Name of the Candidate

Address

Application No. / Acknowledgement No.

Examination: Chartered Electrical Safety Engineer (CESE)

Date :

Time :

Affix Photograph
Signature of the Candidate

SECRETARY, ELBO

IMPORTANT INSTRUCTIONS

With reference to your application for CESE Examination, you are advised to report for the written test at the aforesaid venue, Date & Time.

1. Bring this Admit Card to secure admission to the examination hall.
2. Enter the Examination Hall 20 minutes before scheduled commencement of the Examination.
3. You will not be admitted to the examination if you report 30 minutes after the scheduled commencement of the examination.
4. Candidates must bring any identity proof such as Voter ID / Pan card / Driving License / Aadhaar.
5. Mobile Phones, Pagers or any other electronic / communication devices are not allowed inside the premises.
6. Your candidature to the examination is purely provisional. The candidate is liable to the rejection in the event of any inadequate / deficiency at any stage and is subject to the fulfillment of the terms and conditions laid down in the relevant advertisement.

N.B.: For online examination the required instruction may be contemplated & intimated to the candidates.

AUTHORISATION SLIP

Electrical Licensing Board, Odisha

Examination – 20...

Sri is authorized to enter examination hall / centre as Centre
Superintendent / Invigilator / Assistant / Messenger

(Signature)
Secretary ELBO

GUIDELINE FOR THE CANDIDATES APPEARING IN WRITTEN
EXAMINATION

1. The examination will be held and conducted at such place and hours as notified earlier.
2. A candidate suffering from any diseases which would render his presence in the examination hall undesirable in the interest of other candidates will not be allowed to enter the hall.
3. The doors of the examination hall will be opened half an hour before the examination starts. The candidate shall occupy his seat before the examination starts. A candidate coming 30 minutes after the commencement of the examination will not be admitted, except with special permission of the Centre Superintendent.
4. The candidate shall bring his own pens, pencil, mathematical instruments, calculators. He should not possess any other material except the Admit card, ID proof, question paper, Answer book as supplied by the ELBO at the time of examination.
5. The candidate is not allowed to leave the hall until an hour after the examination starts. He shall not leave his seat until he has submitted his answer book and question paper to an invigilator during the examination. No candidate will be allowed to re-enter the hall after once quitting it in case of emergency except with special permission of the Centre Superintendent. His

moving out and in under this circumstances shall be under the supervision of an authorized person.

6. Candidates are not allowed to talk to each other while examination is going on nor are they allowed to assist or help each other in any manner.
7. A candidate should write his name, roll number, name of the paper (subject) he is appearing for, on the designated place only and nowhere else. Deviation if any, to this will make the paper liable for scratch.

N.B. For online examination / interview, required instruction may be issued for conducting smooth examination.

PERFORMANCE OF CESE

NAME OF CESE :
ADDRESS :
PERIOD : FROM _____ TO _____

Details of works completed as CESE

(under clause No.4 of the Notification No.6293 dated 17.07.2020)

Sl. No.	Name of the work and type of installation	Date of testing & inspection	Report No. & date	Compliance report from owner if any	Comments of CEI / EI of concerned area, if any	Remarks
1	2	3	4	5	6	7

Full Signature of the CESE
CESE No.

Annexure-IX

RETURN FORM FOR CHARTERED ELECTRICAL SAFETY ENGINEER (CESE)

Return for (Tick the appropriate box) for the year _____

1 st Quarter i.e. Apr-Jun	2 nd Quarter i.e. July-Sep	3 rd Quarter i.e. Oct-Dec	4 th Quarter i.e. Jan-March

Name & Address of the CESE _____

Name of the owner of the installation	Name of the work and Type of installation	Date of testing & inspection	Report No. & Date	Fees collected (if any) for self-certification	Compliance if any receive on _____ date	Name of office of SE-cum-EI under whose jurisdiction the installation is coming	Name of office of CE-cum-CEI	Remarks
1	2	3	4	5	6	7	8	9

Full Signature of the CESE
CESE Authorization No.