DETAILED ADVERTISEMENT FOR WORKMAN PERMIT (EHT) EXAMINATION-2026

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- **Online applications shall be available from Dt 25/05/2026 (from 12.00AM)**
- **Last date of submission of completed online application form: Dt 24/06/2026 (upto 11:59PM).**
- **Please read the instructions carefully before filling up the online application. You may also refer to the Electrical Licensing Board Regulation, Odisha, 2014 and its amendments for further details.**

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ELIGIBILITY CRITERIA

1. **AGE LIMIT:**

A candidate for the **examination** for Workman (EHT) Permit shall be a person not below the age of **20 (twenty)** years as on 1st January 2026 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 Electrical Licensing Board Regulation, Odisha, 2014 and its amendments.

2. **QUALIFICATION AND EXPERIENCE DETAILS:**

(a) **With ITI Electrician trade** having learner Workman-EHT permit **(Valid Workman HT)** and has assisted in EHT works **at least for three years** under a person possessing a valid Supervisor Certificate of Competency (EHT) 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-8 -** Experience certificate for an applicant working under Electrical Contractor or other organizations**).**

(b) Having learner Workman-EHT permit (**Valid 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 (EHT) 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-9 -**

Experience certificate for an applicant working under OPTCL & not having ITI (Electrician Trade)**).**

(c) With **ITI Electrician** trade employed by OPTCL having learner Workman-EHT permit (**Valid 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-10 -** Experience certificate for applicants working under OPTCL having ITI (Electrician Trade)**).**

Important Notification: Submission of Online Application through Service Plus Portal

- The last date for online submission of application forms on the Service Plus portal is Dt 24/06/2026 (up to 11:59 PM).
- Applicants are advised not to wait until the last date of application, as the portal may experience heavy traffic, leading to submission delays.
- The last date for generation of Acknowledgement Slip through revalidation of payment (incase of successful transaction & non generation of acknowledgement) is Dt 01/07/2026.
- Applicants are strongly encouraged to complete the payment and generate the Acknowledgement Slip well before Dt 24/06/2026 In case payment revalidation becomes necessary, it must be completed within the stipulated period Dt 01/07/2026.
- No request for payment revalidation or generation of Acknowledgement Slip will be entertained beyond Dt 01/07/2026.
- Examination fees once paid shall not be refunded or adjusted under any circumstances.

EXAMINATION PATTERN

(i) The examination shall be conducted through a viva-voce and the syllabus for the examination shall be as per “Annexure-I” of Electrical Licensing Board Regulation, Odisha, 2014. The examination shall be of such a nature as to test the practical knowledge of the candidates, to ascertain their competency & the adequacy of their practical experience to the satisfaction of the Board.

(ii) A candidate must secure a minimum of 20 marks in the practical and oral test out of 50 marks for being declared to have passed the examination for issue of permits.

HOW TO APPLY

Procedure for Application Submission:

Applicants can submit their applications through two methods:

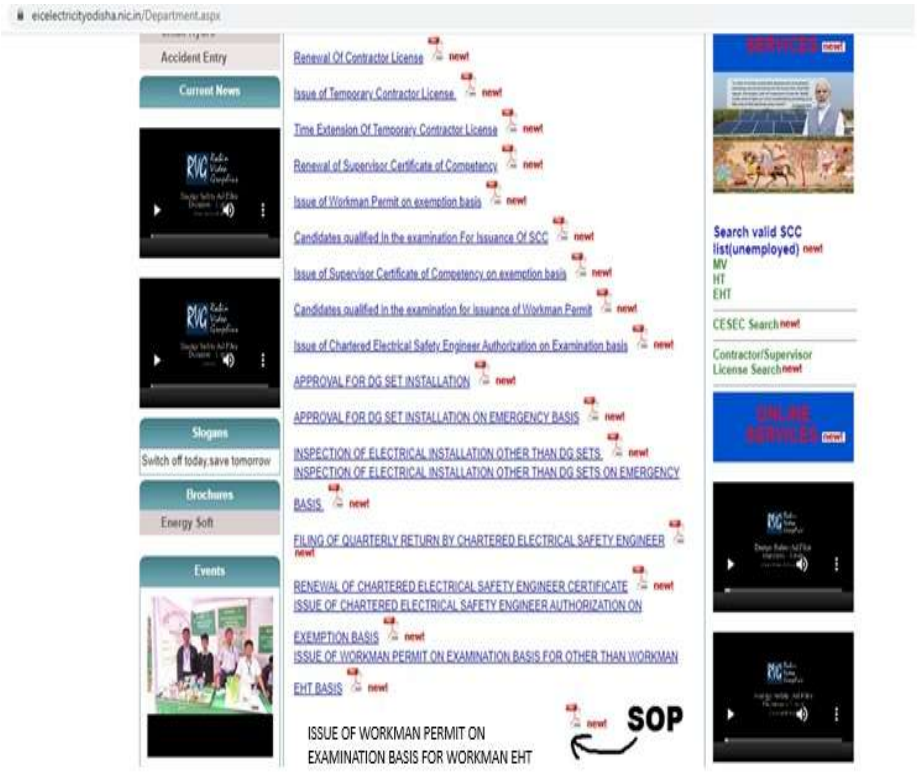
Method 1

(1) Visit the website [eicelectricityodisha.nic.in] (http://eicelectricityodisha.nic.in) and click on "ONLINE SERVICES".

(2) Navigate to the service **"Issue of Workman Permit on Examination Basis for Workman EHT"**.

(3) Click on the detailed SOP affixed there, as shown in the picture.

(4) Follow the SOP, fill out the online form, and submit the application.



Method 2

(1) Visit the website [edistrictodisha.gov.in] (http://edistrictodisha.gov.in).

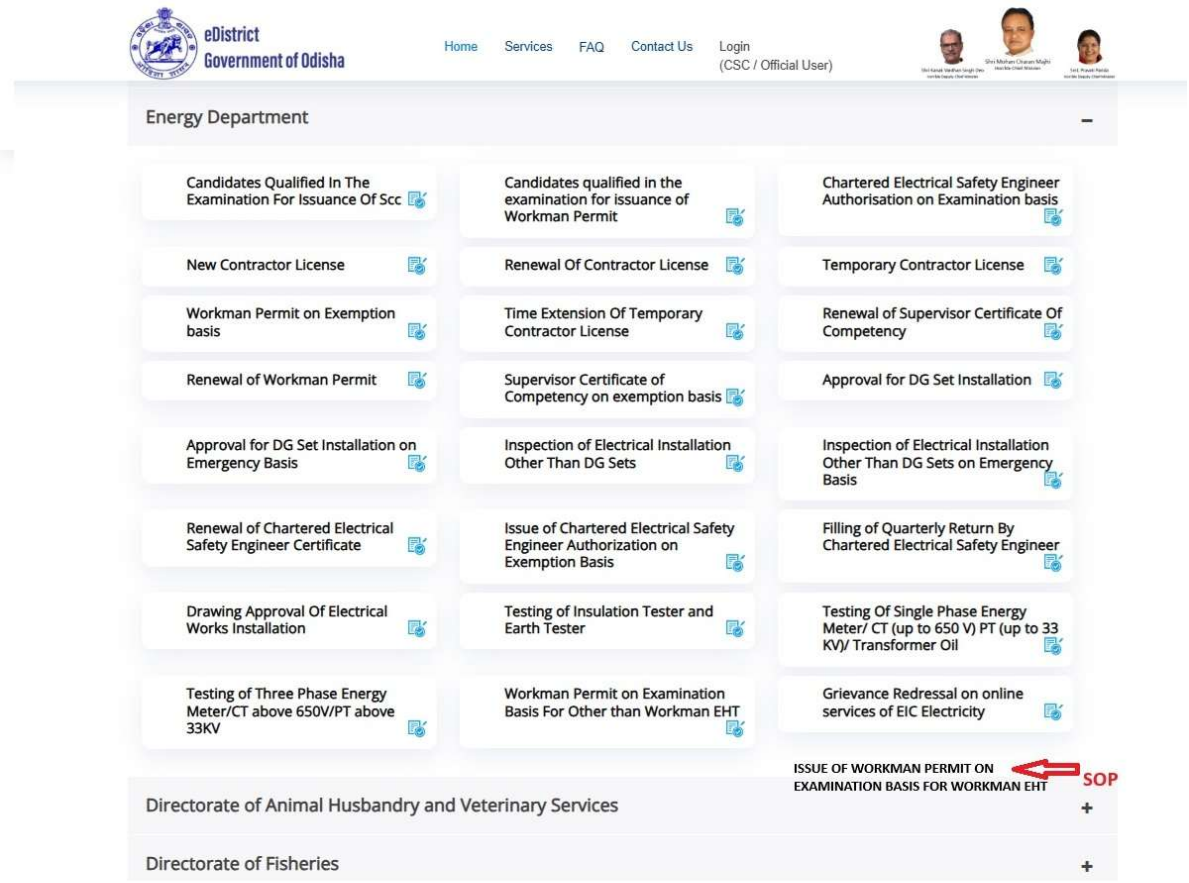
(2) Scroll down to the "Energy Department" section.

(3) Click on the "+" symbol on the right to view all available services.

(4) Click on the service **"Issue of Workman Permit on Examination Basis for Workman EHT"**.

(5) Click on to the detailed SOP affixed there, as shown in the picture.

(6) Follow the SOP, fill out the online application form, and submit the application.



Note:- (i) Both methods for application submission will be activated from Dt 25/05/2026.

(ii) Electrical Licensing Board, Odisha shall not be held responsible for failure of online submission due to network issues, server problems or any other unforeseen technical reasons.

UPLOADING THE REQUIRED DOCUMENTS

Document	Format	Size
Recent passport size colour photograph with white background.	JPG / JPEG	20 KB to 250 KB
Full signature	JPG / JPEG	20 KB to 50 KB
Identity proof such as Voter ID card / PAN card / Driving Licenses / Aadhaar card / Passport	JPG / JPEG / PDF	100KB to 1MB
Educational Qualification	JPG / JPEG / PDF	100KB to 1MB
Experience certificate as required in the prescribed format	JPG / JPEG / PDF	100KB to 1MB
Scan copy of valid permit book / digital signature copy	JPG / JPEG / PDF	100KB to 1MB
Caste certificate issued by Tahsildar / Additional Tahsildar in case of SC/ST applicants only	JPG / JPEG / PDF	100KB to 1MB

(a) Fill up the details as per the requirement of the online application. Make sure that legible scanned copies of all documents of specified type and size are available for uploading.

(b) The following documents need to be uploaded along with online application failing which the application shall be rejected.

- Duly filled Practical Experience certificate as required in the prescribed format only **(FORM-8 / FORM-9 / FORM-10)**.
- 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 Electrical Licensing Board, Odisha. Incase of mismatch, the application will be summarily rejected.

N.B.:-

(i) The applicant needs to ensure that the uploaded documents shall be as per the requirement and shall be properly legible. Incorrect or illegible or incomplete application will be summarily rejected.

(ii) In case of any discrepancy or if the uploaded documents are not legible for verification, is observed during the verification of documents uploaded (with the online application), the application shall be liable to be summarily rejected.

(iii) Applicants must ensure that all fields in the experience certificate are duly filled in all the headings; incomplete or partially filled certificates will not be accepted and the application will be rejected.

(iv) In the event of any document or information furnished by an applicant being found false, incorrect, suppressed or not genuine at any stage of the examination process, the application shall be liable for rejection without assigning any reason thereof.

(v) Applicants are advised to furnish correct and complete information in the online application form. Any omission, suppression or furnishing of misleading information shall render the application liable for rejection.

(vi) Applicants shall themselves be responsible for regularly visiting the official website for updates, corrigendum, notices and other examination-related information.

EXAMINATION PROCESS

(1) After scrutinizing the online applications along with the uploaded documents, applicants meeting the eligibility criteria and furnishing the required documents shall be shortlisted by the O/o the Additional Chief Engineer-cum-Secretary, ELBO to appear the examination.

(2) The detailed list of shortlisted applicants will be displayed in the website **https://eicelectricityodisha.nic.in** and applicants are advised to visit the website regularly for further updates and notifications.

(3) Applicants who are found eligible for the examination need to download the admit card from the e-district portal by logging on to the website & referring "track application status" The admit card shall provide the information regarding the date, time and venue of the examination.

Shortlisted 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 they can't claim to appear the examination, their candidature shall be rejected: -

1. Admit card issued by Electrical Licensing Board, Odisha (to be downloaded from the website by the candidate).
2. All original documents & photo copies for verification.
   i. Practical Experience certificate as required in the prescribed format only.
   FORM-8 (Experience certificate for an applicant working under Electrical Contractor or other organisations).

FORM-9 (Experience certificate for an applicant working under OPTCL & not having ITI in Electrician Trade).

FORM-10 (Experience certificate for applicants working under OPTCL having ITI in Electrician Trade).

ii. Educational qualification certificates.

iii. Technical qualification certificates.

iv. Proof of date of birth.

v. Identity proof such as Voter ID card / PAN card / Driving Licenses / Aadhaar card / Passport.

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

vii. Copy of online treasury challan in support of payment of the fees (non - refundable) for the examination:

viii. The valid workman HT permit copy and SCC DSC copy (if any) issued by Electrical Licensing Board, Odisha.

3. Workman-EHT Permit Examination for the year-2026 shall be held at Bhubaneswar.
4. The list of successful candidates who have passed the examination shall be displayed in the website. These candidates shall be issued workman permits after required approval by Electrical Licensing Board, Odisha (ELBO) with necessary payment of @Rs.800/- per year as license fees & Rs.800/- as endorsement fee online in e-district portal.

N.B.:-

1. In case any discrepancy 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.
2. Any form of impersonation, misconduct, use of unfair means during the examination process shall lead to immediate cancellation of candidature for viva voce and further action as deemed appropriate by Electrical Licensing Board, Odisha.
3. The decision of the Chairman, Electrical Licensing Board, Odisha (ELBO) in all matters relating to scrutiny of applications, eligibility, conduct of examination and issuance of permit shall be final and binding on all applicants.
4. The application received after due date or incomplete shape will be rejected.
5. More than one application by one candidate will be rejected.

6. The Workman HT permit of the applicant shall remain valid throughout the entire examination process, including conduct of examination, publication of results and issuance of permits.

For any further queries regarding the examination, please contact:

Office of the Addl. Chief Engineer-cum-Secretary,
(Electrical Licensing Board, Odisha),
3rd Floor, Heads of Dept. Building
(Near State Secretariat)
Bhubaneswar, Khordha, Odisha-751001
E-mail: ctrupdate-elbo@gov.in

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FORM-8
(Workman-EHT)

CERTIFICATE OF EMPLOYER

(In case of working under Electrical Contractor or other organizations)

Date:_____

This is to certify that the applicant (name) _____ is/was working in this organization _____ (mention Contractor License No. or Project License No.) as _____(designation) having **Electrical Workman HT** Permit No._____ issued by Electrical Licensing Board, Odisha. He / She is/was working under the supervision of our Electrical Supervisor (Name: _____ and SCC No._____) and the details of works for which he/she was engaged is as mentioned below.

Sl. No.	Period of employment		Designation	Place of Posting	Description on nature of work clearly indicating voltage level
	From	To			

Supervisor Details (EHT)	Contractor Details (MV/HT) / Details of Higher Technical Authority (Not below the rank of Executive Engineer / Manager)
Full Signature: with date Short Signature: Full Name: SCC No. Validity period: Mobile No. Email ID : Official Seal	Full Signature: with date Short Signature: Full Name : License No. Validity period: Mobile No.: Email ID : Official Seal

N.B.: Submit individual forms for experience in each organization

i. For applicant working under temporary contractor license, specification of the project name in the organization details is mandatory.

ii. For applicant working under organization, details of higher technical officer is required to be filled.

FORM-9
(Workman-EHT)

CERTIFICATE OF EMPLOYER

(In case of working under OPTCL and not having ITI in Electrician Trade)

Date: _____

This is to certify that the applicant (name) _____is working in this organization _____ as _____(designation) having **Electrical Workman HT** Permit No._____ issued by Electrical Licensing Board, Odisha. He / She is working under the supervision of our Electrical Supervisor, Name:_____ and SCC No._____ and the details of works for which he/she was engaged is as mentioned below.

Sl. No.	Period of employment		Designation	Place of Posting	Description on nature of work clearly indicating voltage level
	From	To			

Supervisor Details (EHT)	Details of Higher Technical Authority (Not below the rank of Executive Engineer / Manager)
Full Signature: with date Short Signature: Full Name: SCC No. Validity period: Mobile No. Email ID : Official Seal	Full Signature : with date Short Signature: Full Name : License No. (if any) Validity period: Mobile No.: Email ID : Official Seal

Recommended By OPTCL Higher Authority
(An officer not below the rank of General Manager)

Full Signature with Date:
Short Signature:
Full Name:
Designation:
Mobile No. and OFFICIAL SEAL

N.B.:- (1) The applicant must have successfully completed one year training under OPTCL training centre.
(2) Only the experience after training shall be considered as per Electrical Licensing Board Regulation, Odisha, 2014 and its amendment thereof.

FORM-10
(Workman-EHT)

CERTIFICATE OF EMPLOYER

(In case of working under OPTCL having ITI in Electrician Trade)

Date: _____

This is to certify that the applicant with ITI in Electrician Trade (name)_____ is working in this organization _____as _____(designation) having **Electrical Workman HT** Permit No._____ issued by Electrical Licensing Board, Odisha and the details of works for which he/she was engaged is as mentioned below.

Sl. No.	Period of employment		Designation	Place of Posting	Description on nature of work clearly indicating voltage level
	From	To			

Counter Signed by CGM(O&M), OPTCL	**Details of Higher Technical Authority (Not below the rank of Executive Engineer / Manager)**
Full Signature: with Date Short Signature: Full Name: Designation: Mobile No.: Email ID : OFFICIAL SEAL.	Full Signature : with date Short Signature: Full Name: Designation: Mobile No.: Email ID : OFFICIAL SEAL