

DETAILED ADVERTISEMENT FOR WORKMAN PERMIT (EHT) EXAMINATION-2025

- ❖ Online applications shall be available from Dt.25/04/2025 (from 12.00AM)
- ❖ Last date of submission of completed online application form: Dt.24/05/2025 (upto 11:59PM).
- ❖ Last date of submission printout / hard copy of online application along with specified documents to the office of the ACE-cum-Secretary, ELBO, Bhubaneswar Dt.30/05/2025 (upto 05:00 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 Workman (EHT) Permit shall be a person not below the age of **20 (twenty)** years as on 1st Januray 2025 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 (**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 other or other organization).

(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 for **at least 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.24/05/2025 (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 (in case of successful transaction & non generation of acknowledgement) is Dt.30.05.2025.
- ❖ Applicants are strongly encouraged to complete the payment and generate the Acknowledgement Slip well before 24/05/2025. In case payment revalidation becomes necessary, it must be completed within the stipulated period Dt.30/05/2025.
- ❖ No request for payment revalidation or generation of Acknowledgement Slip will be entertained beyond Dt.30/05/2025.

EXAMINATION PATTERN

- (i) The examination shall be conducted through 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 of their practical experience to the satisfaction of the Board.

- (ii) 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.

HOW TO APPLY

Procedure for Application Submission:

Applicants can submit their applications through two methods:

Method 1

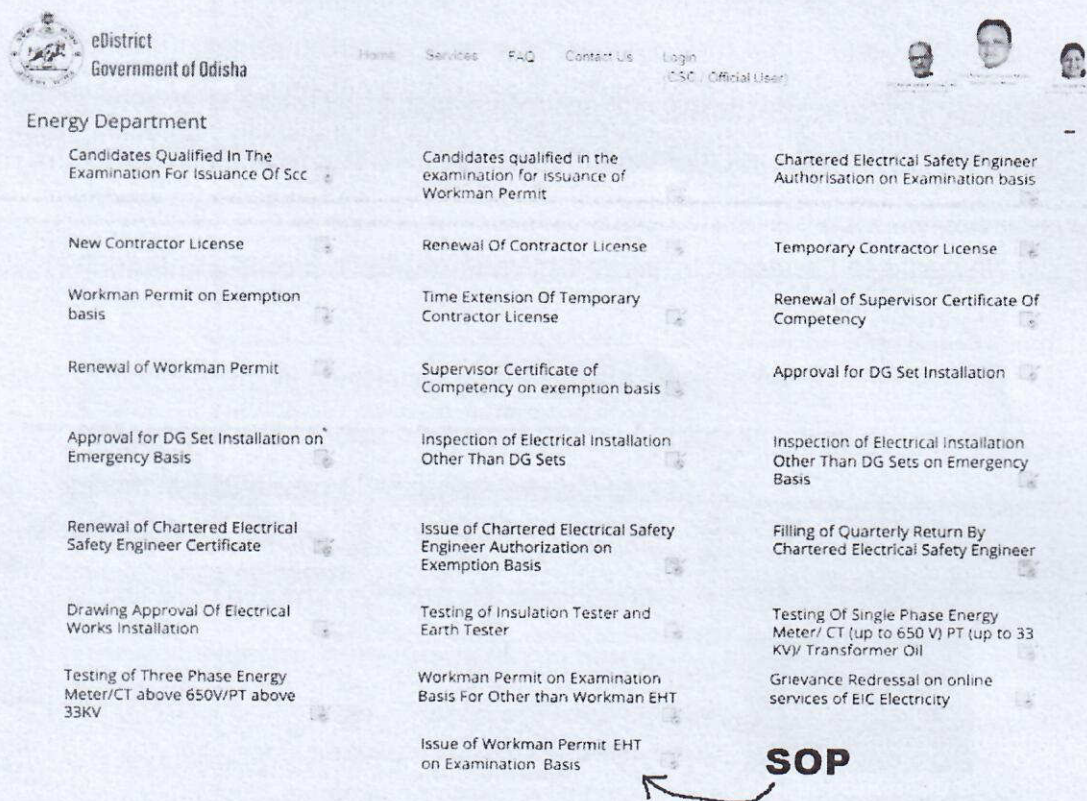
- (1) Visit the website [eicelectricityodisha.nic.in] (<http://eicelectricityodisha.nic.in>) and click on "ONLINE SERVICE".
- (2) Navigate to the service "Issue of Workman Permit on Examination Basis for Workman EHT".
- (3) Click on the detailed SOP affixed there, as shown in the picture.
- (4) Follow the SOP, fill out the online form, and submit the application.

The screenshot shows the website interface with a sidebar on the left containing sections like 'Accident Entry', 'Current News', 'Slips', 'Problems', 'Energy Soft', and 'Drones'. The main content area lists various services, each with a 'new!' icon. The service 'ISSUE OF WORKMAN PERMIT EHT ON EXAMINATION BASIS' is highlighted with a red arrow and the text 'SOP' next to it. Other services include 'Renewal Of Contractor License', 'Issue of Temporary Contractor License', 'Time Extension Of Temporary Contractor License', 'Renewal of Supervisor Certificate of Competency', 'Issue of Workman Permit on exemption basis', 'Candidates qualified in the examination For Issuance Of SCC', 'Issue of Supervisor Certificate of Competency on exemption basis', 'Candidates qualified in the examination for Issuance of Workman Permit', 'Issue of Chartered Electrical Safety Engineer Authorization on Examination basis', 'APPROVAL FOR DG SET INSTALLATION', 'APPROVAL FOR DG SET INSTALLATION ON EMERGENCY BASIS', 'INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS', 'INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS ON EMERGENCY BASIS', 'BASIS', 'FILING OF QUARTERLY RETURN BY CHARTERED ELECTRICAL SAFETY ENGINEER', 'RENEWAL OF CHARTERED ELECTRICAL SAFETY ENGINEER CERTIFICATE', 'ISSUE OF CHARTERED ELECTRICAL SAFETY ENGINEER AUTHORIZATION ON EXEMPTION BASIS', 'ISSUE OF WORKMAN PERMIT ON EXAMINATION BASIS FOR OTHER THAN WORKMAN EHT BASIS', and 'ISSUE OF WORKMAN PERMIT EHT ON EXAMINATION BASIS'.

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:- Both methods for application submission will be activated from 25.04.2025

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 Tahasildar / 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 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-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 verified with record of ELBO. In case of mismatch, the application will be summarily rejected.

Note:- (i) The applicant needs to ensure that the uploaded documents are as per the requirement and are 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.

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 Additional Chief Engineer-cum-Secretary, ELBO to appear the examination.
 - (2) Intimation shall be sent by **SMS / Email** only to the shortlisted applicants & the detailed list will be displayed in the website <https://eicelectricityodisha.nic.in>.
 - (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.
- (a) 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 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-8 (Experience certificate for an applicant working under Electrical Contractor other or other organization).

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

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

- 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. Educational qualification certificates.
 3. Technical qualification certificates.
 4. Proof of date of birth.
 5. Identity proof such as Voter ID card / PAN card / Driving Licenses / Aadhaar card / Passport.
 6. Address proof such as Telephone Bill / Electricity Bill / Bank Pass Book / Gas Card / any other proof in support of address.
 7. Copy of online treasury challan in support of payment of the fees (non - refundable) for the examination:
 - The valid workman HT permit copy and SCC DSC copy (if any) issued by ELBO.
 - 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.
 - Workman-EHT Permit Examination for the year-2025 shall be held at Bhubaneswar.
 - The list of successful candidates who have passed the examination shall

be intimated by e-mail and a list shall also be displayed in the website. These candidates shall be issued workman permits after required approval by ELBO with necessary payment of @Rs.800/- per year as license fees & Rs.800/- as endorsement fee online in e-district portal.

- The application received after due date or incomplete shape will be rejected.
- More than one application by one candidate will be rejected

For any further queries regarding the examination, please contact:

Addl. Chief Engineer-cum-Secretary (ELBO),

3rd Floor, Heads of Dept. Building

(Near State Secretariat)

Bhubaneswar-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 _____ having **Electrical Workman HT** Permit No. _____ issued by ELBO, 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	Brief description and nature of work clearly indicating voltage level
	From	To			

Supervisor Details (EHT)	Contractor Details / Details of Higher Technical Officer (Non below the rank of Executive Engineer / Manager)
Full Signature: with date Short Signature: Full Name: SCC No. Validity: Mobile No. Email ID : Official Seal	Full Signature: with date Short Signature: Full Name : License No. Validity : 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 organisation details in mandatory.
- ii. For applicant working under organisation, 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 _____ having **Electrical Workman HT** Permit No. _____ issued by ELBO, 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	Brief description and nature of work clearly indicating voltage level
	From	To			

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

Recommended By
(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 ELBO Regulation.

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 _____ having **Electrical Workman HT** Permit No. _____ issued by ELBO, 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	Brief description and nature of work clearly indicating voltage level
	From	To			

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