

SOP FOR CANDIDATES QUALIFIED IN THE EXAMINATION FOR ISSUANCE OF SCC

- Applicant should go through ELBO Regulation-2014 (uploaded in official website www.eicelectricityodisha.nic.in) thoroughly before filling of the application form.
- Open the portal (<https://edistrict.odisha.gov.in>) in your favourite web browser.
- Register in the portal for creating a login account. It is a **onetime process** for availing all services under (e district) portal.

Steps to follow for registering in the portal

- You must have a valid email ID and mobile no for registration into the system. If you do not have it then create a valid email ID and arrange a mobile no.
- Click on the Services icon (Top Right of the page). You will be redirected to the “**Register Yourself**” icon along with list of services available in the portal. Click on Register Yourself icon. One pop-up menu will appear. Enter all the required information and validate it. The system will send one email OTP and mobile OTP to your respective email ID and Mobile Number.
- Enter the email OTP and mobile OTP received by you and submit. Once it is successful your login account is created.

(Refer the screen shot for registering into the system)

Full Name

Email Id

Mobile No.

Password

State

72bMt2

- Once the registration is over, click on the certificate you want to apply. A new window will open. Click on apply for services. Then click on online. Enter your login credentials (i.e. either with your registered email ID or Mobile Number). After successful login the application form will appear.

Note: (1) Applicants who has successfully passed the examination for Supervisor Certificate of Competency (SCC) can only apply the application form for issue of SCC.

(2) Applicants who passed in the Supervisor Certificate of Competency (SCC) examination have to apply for issue of the SCC within 6 months from the publication of result.

Steps for Submitting Application Form For Candidates Qualified in the Examination for Issuance of SCC

APPLICATION BY CANDIDATES QUALIFIED IN THE EXAMINATION FOR ISSUANCE OF SCC
Govt. Of Odisha

APPLICANT DETAILS

Name Of The Applicant		
First Name JAGANATH	Middle Name 	Surname DORA
Name Of The Father		
First Name RAMESWAR	Middle Name 	Surname DORA
Name Of The Mother		
First Name 	Middle Name 	Surname
Examination Application Acknowledgment Number SCC 2020 0004	Roll No. SCC005	Result Publication No. by ELBO ENE SCC 2020
Result Publication Date by ELBO 17/09/2020	Date Of Birth 30/09/1958	Age as on Date of Application 62
Gender Male	Mobile Number 1233456577	E-Mail ABC@GMAIL.COM

PRESENT ADDRESS

State

ODISHA

District

ANUGUL

Block

ANUGUL

House No/Building Name

NALANDA BHAWAN

Street No/Road Name/Area/Colony

NILAKANTHANAGAR

At/PO

TALCHER

Police Station

TALCHER

PIN

123557

PERMANENT ADDRESS

Same As Present Address ?

Yes

State

ODISHA

District

ANUGUL

Block

ANUGUL

House No/Building Name

NALANDA BHAWAN

Street No/Road Name/Area/Colony

NILAKANTHANAGAR

At/PO

TALCHER

Police Station

TALCHER

PIN

123557

QUALIFICATION DETAILS

Qualified Examination

SCC-HT

Date of Viva-voce test Conducted

01/09/2020

SCC DETAILS

Are You An existing SCC Holder?

 Yes No

SCC No *

123456

Validity *

31/12/2020

Period for which new SCC will be issued

3 Year

Category

Commercial

PRESENT EMPLOYMENT DETAILS

Are you presently employed? *

 Yes No

Employee Designation

GM

Name of the Organisation

OCL

Date of Employment

30/09/2008

OTHER DETAILS

Upload Photo *



Choose File wpj2899461.jpg



Upload Signature



Choose File wpj2899461.jpg



Additional Details

Apply to the Office *

Engineer In Chief cum Principal Chief Electrical Inspector Od:

Word verification



Please enter the characters shown above

jw62ka

Draft

Submit

Close

Reset

- Fill the application with entering your correct data
- If you are working under direct Government of Odisha / Government of Odisha undertaking/ OHPC/ OPTCL/ GRIDCO/ OPGC, then select as non-Commercial category, else select as commercial category from the dropdown in the “SCC Details” section of application.
- If your age is nearing to 60 years, then select the period for which new SCC will be issued, limited to 60 years.
- If your age is nearing to 70 years, then select the period for which new SCC will be issued, limited to 70 years.
- Enter the displayed captcha in the given box.
- If you need to save the entered data and submit the application at later time then click on “Draft” else click on “submit” for submission of application.
- Verify the data. (Edit if required).
- Upload the required documents.

Documents required for uploading

All of the following documents are mandatory to be uploaded.

- I. Photo of any of the ID proof
- II. Medical fit certificate (If applicant age is equal or more than 60 years)

ATTACH ENCLOSURE(S)

Enclosure(s):

Type of Enclosure *	Enclosure Document *	File/Reference *
Identity Proof *	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Select</div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Choose File</div> No file chosen <div style="background-color: #00bcd4; color: white; padding: 2px; margin-top: 5px; display: inline-block;">Scan</div> <div style="background-color: #e0e0e0; padding: 2px; margin-top: 5px; display: inline-block;">Fetch from DigiLocker</div>
Physical Fitness Certificate *	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Select</div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Choose File</div> No file chosen <div style="background-color: #00bcd4; color: white; padding: 2px; margin-top: 5px; display: inline-block;">Scan</div> <div style="background-color: #e0e0e0; padding: 2px; margin-top: 5px; display: inline-block;">Fetch from DigiLocker</div>

Save Annexure

Cancel

Back

- Save the uploaded documents

Note: For any reason, if application is rejected then the payment amount will not be refunded and forfeited. So, please read the instructions carefully, and fill the application form correctly.

- Then deposit the fees.

Note: While doing the payment, it is recommended to wait for 30 seconds after that it will be automatically redirected to the next page.

- On successful submission of the application, system will generate acknowledgement slip & simultaneously you will get message through mobile No. & email id.



Govt. Of Odisha
ELECTRICAL LICENSING BOARD OF ODISHA (ELBO)
Candidates Qualified In The Examination For Issuance Of Scc
ACKNOWLEDGEMENT SLIP

1. Name of The Designated Officer and Address	SE CUM Secretary ELBO, Bhubaneswar
2. Name and Address of The Applicant	JAGANATH DORA & TALCHER
3. No and Date of Receiving application in the office of Designated Officer	CQITEFIOS/2020/00011 & 21/09/2020
4. Name of the Service for which the application is given	Candidates Qualified In The Examination For Issuance Of Scc
5. Particulars of the documents which are essential for receiving service but are not enclosed with the application	
6. Last Date of the given time limit	
Place: TALCHER	Signature Of Receiving Officer
Date: 21/09/2020	

**** This is a Computer Generated Document And Does Not Require Signature ****

- After preliminary scrutiny of application, for complying deficiencies (if found), you will be communicated through mobile No. & mail Id.

Steps after Supervisor Competency Certificate(SCC) digitally signed by S.E. cum Secretary, ELBO

- After Supervisor Competency Certificate (SCC) digitally signed by S.E. cum Secretary, ELBO, Output certificate is generated. You will be intimated through message to your mobile No. & email Id for downloading the output certificate.

- Manage Profile <
- Apply for services <
- View Status of Application ▾
 - ▶ Track application status
 - ▶ View Incomplete Application
 - ▶ Revalidate Payment
 - ▶ Modify Submissions
- Messages & Alerts <

From Date :

To Date :

App Ref No.

[Get Data](#)

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	Candidates Qualified In The Examination For Issuance Of Scc	CQITEFIOS/2020/00011	21/09/2020	NA	Delivered

- Login to your account, go to the section “View status of application” then click on “Track Application Status”. Enter your application reference No and click on “Delivered” and download the output certificate by clicking on “Candidates qualified in the Examination for Issuance of SCC”.

Status of Application ×

Name of the Service :	Candidates Qualified In The Examination For Issuance Of Scc
Applied By :	Service Test
Application due Date :	21/09/2020

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	ACKNOWLEDGEMENT	Completed	NA
2	Verification of Asst Executive Engineer of O O ELBO	NA	Nil	Forwarded	NA
3	Verification by Executive Engineer ELBO	NA	Nil	Forwarded	NA
4	Digitally signed by Suptd Engineer cum Secretary ELBO and certificate issued	NA	Candidates Qualified In The Examination For Issuance Of Scc	Delivered	NA

Close



**GOVERNMENT OF ODISHA
ENERGY DEPARTMENT**

ELECTRICAL LICENSING BOARD, ODISHA, BHUBANESWAR
FORM-F
(REGULATION 17)

Candidates Qualified In The Examination For Issuance Of Scc

I do hereby certify that **JAGANATH DORA** has been granted (SCC-HT) on this day and permitted to work in electrical installation the State of Odisha under direct supervision of a person holding appropriate category of Supervisor certificate of competency for the purpose of Regulation 29 of the Central Electricity Authority (Measures relating to Safety & Electric Supply) Regulation, 2010 (as amended).

Name of the Permit Holder : **JAGANATH DORA**
of : **RAMESWAR DORA**
Address : **NALANDA BHAWAN NILAKANTHANAGAR PALCHER ANUGUL**
Date of Birth : **30/09/1958**
Mobile No. : **1233456577**
Email Id : **ABC@GMAIL.COM**



Applicant Photograph

Category of Permit : **SCC-HT**



Applicant Signature

Permit No. : **059**
Type of work : **HT**
Date of issue : **21/09/2020**
Valid upto : **21/9/2023**
Working under : **w.e.f.**



SE-CUM-Secretary, ELBO, Bhubaneswar
21/09/2020

Please Note: This document is not valid unless it is checked/ verified with official website:-
<https://eicelectricityodisha.nic.in>