

Annexure-XV

Frequently Asked Questions (FAQ's)- Renewal of Certificate of Competency Class-I: (Electrical Supervisor)

Question No.	
1.	What are the eligibility conditions for Renewal of Certificate of Competency Class-I (Electrical Supervisor)? a. The applicant shall be the holder of Certificate of Competency Class-I (Electrical Supervisor) issued by the Labour Department, Govt. of NCT of Delhi. b. Age of the applicant shall be below 65 years
2.	What are the documents required for Renewal of Certificate of Competency Class-I (Electrical Supervisor)? (a) Copy of Existing Certificate of Competency Class-I(Electrical Supervisor). (b) Self attested copy of Aadhar Card. (c) Copy of Proof of residence i.e. driving license/election card/ pass book issued by bank or post office/ passport (any one). (d) Self attested copy of a proof for date of birth-Aadhaar, PAN, 10 th certificate etc. (any one) (e) Self declaration form in the prescribed format.
3	What is the prescribed fee for Renewal of Certificate of Competency Class-I (Electrical Supervisor)? The prescribed fee is Rs 1000/- (Rs. One thousand only).
4.	For what period my Certificate of Competency Class-I (Electrical Supervisor) will be renewed? Upto the age of 65 years.
5.	Who is the Decision Authority for Renewal of Certificate of Competency Class-I (Electrical Supervisor)? All Assistant Electrical Inspectors posted in the concerned districts
6.	How can I get my certificate? Once, the application is approved, you can download the digitally signed certificate from the e-District portal using the application no. provided to you at the time of applying for the service.
7.	Is there any time limit for renewal of Certificate of Competency Class-I (Electrical Supervisor)? No
8.	Is there any penalty for late submission of the application? No
9.	Is there any late fee for late submission of the application? If the validity date of Certificate of Competency Class-I (Electrical Supervisor) is

	before 27/01/2017 then a fee of Rs. 125/- (Rs. 100/- for renewal plus Rs. 25/- as late fee) per year shall be charged additionally for the period from the expiry date to 27/01/2017.
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