



How to get the recognition of Electrical Wireman / Electrical Supervisor Institute and renewal

Duly filled [Application form for the recognition of Electrical Wireman / Electrical Supervisor conducting Institution](#) should be addressed to the Electrical Inspector.

Department of Electrical Inspectorate, District office with prescribed fee, Details of technical staff and Test certificates of instruments

Fee for issue of recognition of Institute for Wireman and Supervisor (for 3 years)	Rs 5000	Renewal Fee	Rs 5000	Late fee	Rs 500
Fee for interim inspection of institutes for wireman and supervisor	Rs 800	Head of account “ 0043 – 00 – 800 – 99			

Basic requirements

- ◆ The institute shall have basic facilities for conducting a course for 10 months. The period of course shall be from 1st July to April 30th. The maximum number of students in a batch is limited to 30
- ◆ The recognition accorded is for a period of 3 (three) years.
- ◆ The course training shall be conducted under the supervision of a supervisor holding a valid license of minimum scope of 50kW. Provided that a minimum of two teaching staff is required. Teaching staff shall be a holder of ITI certificate in Wireman/Electrician or above or any other qualification decided by the board from time to time. . The supervisor shall be a full time employee of the institute.
- ◆ The Institute shall possess the following instruments, for each batch, as stipulated by the Board/modified by the Board from time to time. The instruments shall be got tested in the Electrical Standards Laboratory specified by the Board initially before the issue of licence and thereafter at specified intervals and the test report produced to the Licensing Board at the time of issue and renewal of recognition

Instruments	Quantity	Work shop facilities, for minimum 15 number students,	Quantity	List of books
Insulation Tester 500V	1	Wiring boards and benches	15 No	The Electricity Act 2003
Voltmeter 0-600V	1	Wirings tools	15 sets.	The CEA Regulation 2010.
Ammeter 0-10A	1	Bench drive	1 No.	Kerala State Electricity Licensing Board Rules
Multimeter	1	Welding set	1 No.	Kerala Cinema Regulation Rules 1988.
Tong tester	1	Cage motor	1 No.	
Earth Tester	1	Slip ring motor	1 No.	
		Standard Demonstration Boards and Drawing board	1 No.	

- ◆ The Electrical Inspector should forward the application along with his inspection report to the secretary within April 30
- ◆ The proprietor and supervisor of the institute shall be held responsible for the training.
- ◆ The full list of the students, admitted for the year with their names and addresses and date of joining, (division - wise if any) should be furnished within two months from the date of beginning of course on or before 31st August.
- ◆ A full list of students with their names and addresses should also be furnished within two weeks after completion of the course to the secretary licensing board.
- ◆ Register number of candidate passed for the previous three years should be furnished at the time of renewal without fail. Renewal of recognition will be considered only on receipt of above details.
- ◆ Application for renewal of recognition to wiremen institute shall be submitted to the Electrical Inspector concerned on or before December 31..
- ◆ If the application is not received on or before December 31, it shall be submitted on or before March 31 with late fee in addition to the renewal fee.
- ◆ Any change in the location of the institute, teaching staff, replacement or otherwise of the testing equipments possessed, should be notified to the board in time.
- ◆ The meters and other facilities shall be maintained to the satisfaction of the Board. The officers of the Inspectorate not below the rank of Dy Electrical Inspector may inspect the institution at any time during working hours to check the adequacy of testing instruments, the workshop facilities like class room wiring etc the adequacy and competency of teaching staff and associated matters. The institute shall render all facilities required to the inspecting officers for conducting the above inspection



How to renew the Permit @ , If the permit holder above 65 years old

If the age is above 65 years,

The permit holder should submit the application for renewal with all relevant documents and prescribed fee

Medical Fitness Certificate is also required

Person should appear before the Electrical Inspector with Medical fitness Certificate ** and obtain an certificate, this Certificate along with the Medical fitness Certificate should be attached with the application for renewal

@ The Permit is renewed for 2 years at a time

Application should be addressed to

**The Secretary, Kerala State Electricity Licensing Board, Department of Electrical Inspectorate
Housing Board Buildings, Shanthi Nagar, Thiruvananthapuram 695 001**

**** Medical fitness Certificate (from not below the rank of civil surgeon)**



What is Late Fee for renewal of Permit and Licence When will a permit or a Licence become lapsed

Permit / Licence should be submitted for renewal before one month of “valid upto” date
Permit / Licence become ‘lapsed’ after 3 months of the “valid upto” date
Permit / Licence lapsed for more than 10 years will not be revalidated

Example :

If valid upto date is **21.09.2011**

Permit / Licence should be submitted for renewal with **Renewal Fee** on or before **21.08.2011**

Permit / Licence should be submitted for renewal with **Late fee** and **Renewal Fee**
during the period between 21.08.2011 and 21.12.2012

Permit / Licence become ‘lapsed’ on 21.12.2012 **

Licence should be submitted for renewal before one month of “valid upto” date
Permit / Licence should be submitted for renewal with Late fee and Renewal Fee upto 3 months after the “valid upto” date

** Lased Permit / Licence can be revalidated

** Permit / Licence lapsed for more than 10 years will not be revalidated

Certificate

*Certified that the permit holder Shri..... has reported before me with his Electrical Wireman / Electrical Supervisor Permit No.....Dated.....valid upto..... Whose age is.....,and physically present before me with his Medical Fitness Certificate**. on*

Date

Electrical Inspector

Office Seal

**** Medical fitness Certificate from not below the rank of civil surgeon**



How to register as an Electrical Wireman Apprentice under an Electrical Contractor

Apprentice Registration shall be done at the District offices of Department of Electrical Inspectorate from 1st January to 20th March of every year through Licensed Electrical Contractor

Duly filled **Application form for the Electrical Wireman Apprentice Registration** should be addressed to the Electrical Inspector. Department of Electrical Inspectorate, District office

Documents to be forwarded along with the application :

- ◆ Original chalan receipt for the remittance of the fee, **Rs 500 ****, remitted in a Government Treasury / Friends (Head of account “ **0043 – 00 – 800 – 99**)
- ◆ True copy of certificate duly attested by a Gazetted Officer to prove the Date of birth and age

Candidate should report to the Electrical Inspector with the application and the Electrical Contractor **(who is willing to register the candidate as Electrical Wireman Apprentice)** in person with the Electrical Contractor Licence

Details of Apprentice Registration should be entered in the Electrical Contractor Licence

**** Fee as per G.O (MS) No: 40 / 2013 / PD dated 30.08.2013**

Fee for the registration of Apprentice per candidate	Rs 500 /-
---	------------------

Those who have undergone one year Apprenticeship after registration as Electrical Wireman Apprentice shall become eligible for submission of application for Electrical Wireman Written Examination

**The prescribed notice to be published in any daily newspapers approved by PRD
for obtaining the Duplicate Permit / Certificate / Licence**

Notice

***My Permit / Certificate / Licence bearing No.:..... year.....
has been irrecoverably lost. It is decided to submit an application for the
Duplicate Permit / Certificate / Licence before the Secretary to the KSELB (in
the prescribed form) as per approved procedure. Those who have any
objection, submit before the Secretary, KSELB in writing within 15 days from
the date of this advertisement.***

Name and Address

Form of Declaration

I hereby declare that I am willing to work / working under Sri / M/s..... as full time employee. My Electrical Supervisor's / Electrical Wireman's permit number is..... datedwith the Scope and It is valid upto

I am present employed under Sri / M/s..... I have already given notice / will give notice to him / them on my intention to vacate the service under him / them (vide my letter dated)

I shall intimate the licensing Board as well as under whom I am working at present in the event of any change in my employment.

I also hereby affirm that I shall abide by the provisions of the Indian Electricity Act and Rules as well as of the Kerala State Electricity Licensing Board (KSELB) Rules with all circular instructions, which are issued by the KSELB and the Department of Electrical Inspectorate in all respect

Place

Name and signature of Supervisor / Wireman

Date

Certified that the permit holder Shri..... has reported before me with his Electrical Wireman / Electrical Supervisor Permit No.....Dated.....valid upto..... and signed the declaration in my presence on

Date :

**Electrical Inspector /
Deputy Electrical Inspector**

Office Seal