

## **Annexure-XIII**

### **Frequently Asked Questions (FAQ's)- Issue of Duplicate Certificate of Competency Class-I: ( Electrical Supervisor)**

Question No.	
1.	What is the eligibility condition for issuance of Duplicate Certificate of Competency Class-I (Electrical Supervisor)?  The applicant shall be the holder of Certificate of Competency Class-I (Electrical Supervisor) issued by the Labour Department, Govt. of NCT of Delhi.
2.	What are the documents required for issuance of Duplicate Certificate of Competency Class-I (Electrical Supervisor)? (a) Copy of Existing Certificate of Competency Class-I( Electrical Supervisor). (b) Copy of FIR issued by Delhi Police regarding lost of existing COC-I. (c) Proof of residence of applicant. (d) Self attested copy of a proof for date of birth i.e. Aadhaar, PAN, 10 <sup>th</sup> certificate etc. (any one)
3	What is the prescribed fee for issuance of Duplicate Certificate of Competency Class-I (Electrical Supervisor)? <ul style="list-style-type: none"><li>• If the Certificate of Competency Class-I (Electrical Supervisor) is valid upto the age of 65 years, then fee is 250/- (Rs. Two hundred and fifty only).</li><li>• If the Certificate of Competency Class-I (Electrical Supervisor) is valid but not upto the age of 65 years then the fee is 1250/- (Rs. One thousand two hundred and fifty only). The certificate will be issued till the age of 65 years.</li><li>• If the Certificate of Competency Class-I (Electrical Supervisor) is expired, then you are required to apply online for renewal of COC Class-I.</li></ul>
4.	Who is the Decision Authority for issuance of Duplicate Certificate of Competency Class-I (Electrical Supervisor)?  All Assistant Electrical Inspectors posted in the concerned districts
5.	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.
6.	Is there any time limit for the applicant to apply for issuance of Duplicate Certificate of Competency Class-I (Electrical Supervisor)?  No
7.	Is there any penalty for late submission of the application by the applicant?  No
8.	Is there any late fee for late submission of the application?  No