



DESIGNED TO EXCEL

**ODISHA CONSTRUCTION CORPORATION LTD.**  
UNIT-VIII, GOPABANDHU NAGAR,  
BHUBANESWAR - 751012  
(ODISHA)

**APPLICATION  
FOR  
ENLISTMENT OF  
CIVIL JOB-WORKER /  
MECHANICAL JOB-WORKER /  
ELECTRICAL JOB-WORKER**

(Separate application should be submitted for enlistment as Civil Job-Worker /  
Mechanical Job-Worker/ Electrical Job-Worker)

Issued to .....

(Name with .....  
full address) .....

Signature of issuing authority  
with date and seal

**Cost of application form - ` .1000/- (By Hand)  
` .1100/- (By Post)**

This Booklet can be downloaded from the Official Website <http://www.orissaconstruction.com> and can be submitted in Head Office at Bhubaneswar on Payment of ` .1000.00 alongwith required documents.

### *About OCCL*

Odisha Construction Corporation Ltd. (OCCL), a Govt. of Odisha Undertaking, was registered under Companies Act in 1962. Since its inception, OCCL has played a vital role in development of modern Odisha. During last five decades of its existence, it has established its leadership in construction activities (both civil and mechanical) by way of being a major participant in almost all engineering ventures in the State, such as multipurpose river valley projects, irrigation systems, bridges, harbours, thermal power stations, industrial projects, buildings, roads etc.

The Corporation is one of the pioneer institutions of the country in the area of design, fabrication & erection of hydro-mechanical equipments and structures for river valley projects. It has successfully executed a No. of major works such as Balimela Hydro-Electric Project, Upper Kolab Hydro- Electric Project, Rengali Hydro-Electric Project, Mahanadi Barrage Project, Samal Barrage Project, Upper Indravati Hydro-Electric Project and many more. It has also executed works under a number of contracts in Talcher STPP (NTPC), NALCO, OPGC, OHPC, RSP(SAIL) etc.

The Corporation has also diversified its activities in the fields of Project Management Consultancy, Computer Aided Design (CAD), Development of Software for various Govt. Deptts. and other Organisations.

For enlistment in OCCL as Civil Job-Worker & Mechanical Job-Worker in 4(Four) grades and Electrical Job-Worker in 2(Two) grades, the procedure and qualifying criteria for enlistment under different categories / grades are as described in the foregoing pages.

**CRITERIA FOR ENLISTMENT AS CIVIL JOB-WORKER (GRADE C-I / C-II / C-III / C-IV) / MECHANICAL JOB-WORKER (GRADE M-I / M-II / M-III / M-IV) / ELECTRICAL JOB-WORKER (GRADE - EHT / ELT)**

Sl. No.	Description	Civil - Grade C-I / Mechanical - Grade M-I	Civil - Grade C-II / Mechanical - Grade M-II	Civil - Grade C-III / Mechanical - Grade M-III / Electrical - Grade EHT	Civil - Grade C-IV / Mechanical - Grade M-IV / Electrical - Grade ELT	Remarks
1	2	3	4	5	6	7
1	Value of works for which eligible for participation in bids	Above ` .50.00 lakhs	Upto ` .50.00 lakhs	Upto ` .20.00 lakhs	Upto ` .5.00 lakhs	...
2	Non-refundable enlistment fees.	` .20,000/-	` .10,000/-	` .5,000/-	` .3,000/-	To be deposited after selection for enlistment either in shape of cash or account payee demand draft drawn on any nationalised/ scheduled bank in favour of "Odisha Construction Corporation Ltd." payable at Bhubaneswar.
3	Experience	Satisfactory completion of atleast <b>2 civil / mechanical works</b> not less than ` <b>50.00 lakhs each</b> during last 5 years under Government Departments/ Public Sector Undertakings/ Reputed Private Bodies.	Satisfactory completion of atleast <b>2 civil / mechanical works</b> not less than ` <b>20.00 lakhs each</b> during last 5 years under Government Departments/ Public Sector Undertakings/ Reputed Private Bodies.	Satisfactory completion of atleast <b>2 civil / mechanical / electrical works</b> not less than ` <b>5.00 lakhs each</b> during last 5 years under Government Departments/ Public Sector Undertakings/ Reputed Private Bodies.	...	Attach 2 Nos. of Performance / Experience certificates from the concerned Executive Engineers/ Project Engineers/ Senior Managers (in case of Govt./ Corporation) or reputed Private Bodies. However, in case of experience certificates obtained from private bodies, the same should be supported by copies of documentary evidences such as assessed/acknowledged Income Tax returns, work orders etc.

1	2	3	4	5	6	7
4	<b>Annual turn over (For any 2 years each during last 5 years)</b>	₹.50.00 lakhs & above	₹.20.00 lakhs & above	₹. 5.00 lakhs & above	...	Attach Certificates like balance sheets from Chartered Accountants , statutory auditors, clients etc. for any 2 years during last 5 years.
5	<b>Bank solvency (Cash credit facilities)</b>	₹.20.00 lakhs	₹.15.00 lakhs	₹. 5.00 lakhs	...	Certificates from a bank towards cash credit facility must be furnished.
6	<b>Engineering personnel</b>	Degree / Diploma holders - 2 (Two) Nos.	Degree / Diploma holder - 1 (One) No.	...	...	Attach copy of Pay Roll / Affidavit & pass certificate of the degree/diploma holder employed by the applicant.
7	<b>Certified copy of registration/ ownership documents of machinery owned.</b>	Crawler mounted <b>Excavator</b> of minimum <b>0.9 Cum</b> bucket capacity- <b>1No.</b> and <b>Tipper/HYVA-6</b> <b>Nos.</b> (for civil works) or <b>Dredger- 1No. with</b> <b>pipeline of 1000 Mtr.</b> (For dredging works) or <b>Paver finisher</b> ( <b>Mechanical/Sensor</b> <b>type</b> ) for black <b>topping - 1 No.</b> <b>&amp; Road roller-1No.</b> (for road works).	Crawler mounted <b>Excavator</b> of minimum <b>0.3 Cum.</b> bucket capacity <b>-1No.</b> and <b>Tipper/Hyva-3 Nos.</b>	...	...	Applicable for Civil Grade C-I & C-II only.  Attach photocopies of documents of registration machinery/vehicles or ownership documents (in case of non-registered machinery) duly attested on each page by an Officer of Group - B or above of State/Central Government.
8	<b>For Electrical Job- Workers</b>	...	...	Valid HT License issued by competent authority	Valid LT License issued by competent authority	...
9	<b>Non-Refundable Fee for Renewal</b>	₹10,000.00	₹5,000.00	₹2,500.00	₹1,500.00	While applying for renewal, (in a separate prescribed form), the enlisted Job-Worker will furnish detailed information regarding his up-to-date experience, ownership of machinery and his participation in quotation call of Corporation during preceding enlistment period with O.C.C. Ltd.. Any job worker, who does not participate at least 5 times in quotation calls of Corporation during 3 years of enlistment period, will not be eligible for renewal. Further, the Job-Worker has to satisfy the criteria of work experience (i.e. criteria No. 3 above) and Machine ownership (i.e. criteria No. 7 above) of the corresponding category at the time of applying for renewal in order to be eligible for renewal.

## **GENERAL INSTRUCTIONS FOR SUBMISSION OF APPLICATION FORM & BOOKLET**

1. This application booklet duly filled-in, **signed and stamped** on each page and complete in all respects with all enclosures, should be submitted in original to the Managing Director, Odisha Construction Corporation Ltd., Unit-8, Gopabandhu Nagar, Bhubaneswar - 751 012 (Odisha).
2. All documents submitted as enclosures with this booklet must be signed by the applicant on each page and the **original documents** should be produced for verification at the time of submission of the application booklet.
3. **Money Receipt** towards cost of application form amounting to `1,000.00 (by hand) or `1,100.00 (by post), as the case may be, must be enclosed in original. The applicants applying for Grade C-IV/M-IV/ELT category should deposit the nonrefundable enlistment fees of `3,000.00 and attach the photocopy of the Money Receipt with the booklet.
4. The Corporation will intimate applicants applying for Grade III and above categories as well as Grade-EHT separately to **deposit the non-refundable enlistment fees** after provisional selection. After payment of the non-refundable enlistment fee, the applicant will be enlisted as a Job-Worker/Piece-Worker of O.C.C Ltd. which will be valid for a period of 3 years from the date of receipt of the application.
5. 3(Three) Nos. of recently taken **passport size colour photographs** duly **attested** by an Officer of Group - B or above of State/Central Government (at the backside) and **signed** by the applicant (on the front side) must be submitted along with application.
6. Income Tax PAN No., Sales Tax/VAT No., EPF Regn. No., Service Tax No., Affidavits for Ownership/Proprietorship in case of Company/Firm etc. must be enclosed with application booklet.
7. For Electrical Job-Workers, attested copies of valid **HT/LT License** issued by competent Authority such as Chief Electrical Inspector etc. along with other required documents must be submitted along with application.
8. For existing Enlisted Job-Workers applying for **Up-gradation** to a higher Grade, the same process of selection will be followed and the applicant is required to apply with this Application Form & Booklet. The applicant should also enclose a copy of Enlistment Certificate issued earlier by OCCL along with other documents as required for the grade applied for. On selection, the applicant has to deposit the prescribed non-refundable enlistment fees as applicable for the grade allowed by OCCL and surrender the original enlistment certificate (issued earlier) before issue of the new Upgraded Enlistment Certificate.
9. Renewal of enlistment : Job-Worker enlisted for 3 years wanting further renewal will have to apply for Renewal (in form prescribed for Renewal) before expiry of the enlistment period on approval of which the required non-refundable renewal fee shall be deposited by the Job-Worker to extend the validity of his enlistment for a further period of 3 years..

**APPLICATION FOR ENLISTMENT AS CIVIL JOB-WORKER /  
MECHANICAL JOB-WORKER / ELECTRICAL JOB-WORKER  
UNDER ODISHA CONSTRUCTION CORPORATION LTD.,  
BHUBANESWAR**

*Paste one recent  
passport size COLOUR  
photograph signed on  
front & affix  
separately two more  
passport size  
photographs attested  
by an Officer of Group  
- B or above of  
State/Central  
Government at the back  
& signed by the  
applicant on front*

*(Note : If space against any item in the application form below is not sufficient for giving any information, separate sheets may be enclosed)*

**1. Applied For** - UPGRADATION / NEW ENLISTMENT  
(Please tick any one only)

If applying for Upgradation, existing Regn. No.   
(Enclose Copy of existing registration certificate)

**2. Category & Grade applying for:**

Select Any One	CATEGORY	GRADE (Please tick any one only)			
		<input type="radio"/>	CIVIL JOB-WORKER	C-I	C-II
<input type="radio"/>	MECHANICAL JOB-WORKER	M-I	M-II	M-III	M-IV
<input type="radio"/>	ELECTRICAL JOB-WORKER	EHT		ELT	

**3. Name of applicant : (in CAPITAL Letters)**


**4. If the applicant is a Company/ partnership/proprietorship firm/ builder/ vendor etc., then furnish the details of registration (Documentary proof must be submitted) :**

Registration No.		Date	
Other details			

**If yes, then furnish name of Managing Director/ Proprietor/ authorized partner with full personal address and Phone No.**

Name			
Address			
PIN	Phone	Mobile	

**5. Permanent address with phone No. : (PIN code No. must be furnished)**

At :-			
PO :-			
Via :-	State	Dist	Phone (0 )-
PIN :-			
Mobile			E-mail

**6. Present Address for correspondence with Phone No. : (PIN code No. must be furnished)**

At :-			
PO :-			
Via :-	State	Dist	Phone (0 )-
PIN :-			
Mobile			E-mail /Web address

7.	List of at least <b>TWO works</b> executed during last 5 years (Documentary proof must be submitted - <i>See Sl. 3 of Page - 3</i> )	1. .... 2. ....
8.	Annual turnover for any <b>TWO Years</b> during last five years (Documentary proof must be submitted - <i>See Sl. 4 of Page - 4</i> )	1. .... 2. ....
9.	Bank <b>Solvency Certificate</b> ( <b>Cash Credit facilities</b> ) from any Nationalised/Scheduled bank ( <i>See Sl. 5 of Page - 4 &amp; Page - 8 for sample</i> )	..... Lakhs Issued by ..... Bank ..... branch
10.	List of <b>Engineering Personnel</b> along with their proof of employment such as copies of Pay Roll / Affidavit and Pass certificate ( <i>See Sl. 6 of Page - 4</i> )	1. .... 2. ....
11.	List of <b>machineries and Equipments owned</b> by the applicant (Documentary proof must be enclosed)	1. .... 2. .... 3. .... 4. ....
12.	Whether debarred / black-listed / work rescinded by OCCL / any other client (If yes, furnish the details along with the reasons)	
13.	Whether any legal action has been taken by OCCL / any other client for realisation of dues ( If so details must be furnished)	
14.	For <b>Electrical Job-Workers</b> - Attach valid HT/LT license issued by competent Authority	HT/LT License No..... Valid upto .....
15.	<b>Service Tax Regn. No. -</b> ( <i>Attested copy must be enclosed</i> )	
16.	<b>EPF Regn. No. -</b> ( <i>Attested copy must be enclosed</i> )	
17.	<b>VAT (TIN / SRIN) No.</b> ( <i>Attested copy must be enclosed</i> )	
18.	<b>Central Excise Registration No.</b> ( In case of applicants applying for mechanical category only). ( <i>Attested copy must be enclosed</i> )	
19.	<b>Income Tax PAN No. :</b> ( <i>Attested copy must be enclosed</i> )	

This is to certify that the information furnished above is true to the best of my knowledge and belief. If any information furnished above are found to be false at any stage later, my enlistment may be cancelled and non-refundable enlistment fees shall be forfeited by OCCL.

Dated. ....

**Signature of the applicant or his power of attorney holder with rubber stamp/ seal**  
(*In case of power of attorney holder, documentary proof must be enclosed*)

*(Sample Format)\**  
**BANK CERTIFICATE**

This is to certify that .....  
*(Name & Address of the Applicant)\** is financially sound and is a reputed person/firm. He is solvent to an extent of ` ..... lakhs *(in figure)* (Rupees.....lakhs) *(in words)* and/or is currently enjoying a Cash Credit Limit of ` .....lakhs *(in figure)* (Rupees.....lakhs) *(in words)* with our Bank.

This certificate is issued on request of .....  
..... *(Name of the Applicant)* .

Place - Signature of the Bank Manager \_\_\_\_\_  
Date - Name of the Bank Manager \_\_\_\_\_  
Address of the Bank \_\_\_\_\_

**Stamp of Bank**

*Note: (To be submitted in Original in the Bank's letter head)*

*\* Strike out the italics and whichever is not applicable.*

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**CHECK-LIST :**

1. Signed in all pages of the booklet & enclosed documents.
2. Three passport size photographs enclosed.
3. Experience certificates (minimum 2 Nos.) enclosed.
4. Annual turnover certificates for 2 years enclosed.
5. Bank solvency certificate of required amount enclosed.
6. Copies of Pay roll/Affidavit & Pass certificate of engineering personnel enclosed.
7. Registration/ownership documents of machinery owned
8. Attested copies of HT/LT License (for Electrical J/W.)
9. Sales Tax / VAT Regn. No. enclosed.
10. Central Excise Regn. No. enclosed. (for Mech. Job-workers)
11. Income Tax PAN No. enclosed.
12. For Firms/Companies, copies of Regn. Certificate & bye laws/partnership deeds enclosed.
13. For upgradation, copy of existing Regn. Certificate.
14. Any other document (pl. specify)
15. Residential proof and identity proof

**Signature of the Applicant**