



DESIGNED TO EXCEL

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

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

(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 – Rs.300/- (By Hand)**  
**Rs.350/- (By Post)**

This Booklet can be downloaded from the Official Website <http://www.orissaconstruction.com> and can be deposited at the Corporate Head Office at Bhubaneswar on Payment of Rs.300.00, alongwith the required documents.

## *About OCCL*

Orissa Construction Corporation Ltd. (OCCL), a Govt. of Orissa Undertaking, was registered under Companies Act in 1962. Since its inception, OCCL has played a vital role in the development of modern Orissa. During last four 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 major 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 for design, fabrication & erection of hydro-mechanical equipments and structures for river valley projects. The Corporation 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 H.E. 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. Depts. and other Organisations etc.

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 <b>C-I</b> / Mechanical - Grade <b>M-I</b>	Civil - Grade <b>C-II</b> / Mechanical - Grade <b>M-II</b>	Civil - Grade <b>C-III</b> / Mechanical - Grade <b>M-III</b> / Electrical- Grade <b>EHT</b>	Civil - Grade <b>C-IV</b> / Mechanical - Grade <b>M-IV</b> / Electrical- Grade <b>ELT</b>	Remarks
1	2	3	4	5	6	7
1	<b>Value of works for which eligible for participation in bids</b>	Above Rs.50.00 lakhs	Upto Rs.50.00 lakhs	Upto Rs.20.00 lakhs	Upto Rs.5.00 lakhs	
	<b>Non-refundable enlistment fees.</b>	<b>Rs.5000/-</b>	<b>Rs.3000/-</b>	<b>Rs.2000/-</b>	<b>Rs.1000/-</b>	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 "Orissa Construction Corporation Ltd." payable at Bhubaneswar.
2						
3	<b>Experience</b>	Satisfactory completion of at least <b>2 civil / mechanical works</b> not less than <b>Rs. 50.00 lakhs each</b> during last 5 years under Government Departments/ Public Sector Undertakings/ Reputed Private Bodies.	Satisfactory completion of at least <b>2 civil / mechanical works</b> not less than <b>Rs. 20.00 lakhs each</b> during last 5 years under Government Departments/ Public Sector Undertakings/ Reputed Private Bodies.	Satisfactory completion of at least <b>2 civil / mechanical /electrical works</b> not less than <b>Rs. 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 documentary evidence such as assessed/ acknowledged Income Tax returns, work orders etc. in original.

1	2	3	4	5	6	7
4	<b>Annual turn over (For any 2 years each during last 5 years)</b>	Rs.50.00 lakhs & above	Rs.20.00 lakhs & above	Rs. 5.00 lakhs & above	...	Attach Certificates like balance sheets from chartered accountants statutory auditors/ clients etc. for any two years during last five years.
5	<b>Bank solvency (Cash credit facilities)</b>	Rs.20.00 lakhs	Rs.15.00 lakhs	Rs. 5.00 lakhs	...	Certificates from concerned bank towards cash credit facility must be furnished.
6	<b>Engineering personnel</b>	Degree / Diploma holder - 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 documents of machineries</b>	...	...	...	...	Attach photocopies of the documents of ownership of the machineries duly attested on each page by a gazetted officer.
8	<b>For Electrical Job- workers</b>	...	...	Valid HT License issued by competent authority	Valid LT License issued by competent authority	

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

1. This application booklet duly filled-in, **signed and stamped** with rubber seal on each page and complete in all respects with all enclosures should be submitted in original to the Senior Manager (Civil), Orissa Construction Corporation Ltd., Unit-8, Gopabandhu Nagar, Bhubaneswar – 751 012 (Orissa).
2. All documents submitted as enclosures with this booklet should 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. Attach photocopy of the **Money Receipt** amounting Rs.300.00(by hand) / 350.00 (by post). The applicants applying for Grade C-IV/M-IV/ELT category should deposit the non-refundable enlistment fees of Rs.1000.00 and attach the photocopy of the Money Receipt with the booklet.
4. The Corporation will intimate applicants applying for Grade III and above categories separately to **deposit the non-refundable enlistment fees** after provisional selection.
5. Enclose 03 (Three) Nos. of recently taken **passport size photographs**, duly **attested** by a Gazetted Officer (at the backside) and **signed** by the applicant (on the front side).
6. Income Tax PAN No., SalesTax/VAT No., EPF Regn. No., Service Tax No. etc. / Affidavits for Ownership/Proprietorship in case of Company/Firm etc. should also be enclosed with the application booklet.
7. For Electrical Job-Workers, enclose attested copies of valid **HT/LT License** issued by the competent Authority such as Chief Electrical Inspector etc. alongwith the other required documents.
8. For existing Enlisted Job-Workers applying for **Upgradation** into a higher Grade, the same process of selection is followed and the applicant is required to apply with this Application Form & Booklet. The applicant should also enclose the copy of the Enlistment Certificate issued by OCCL alongwith 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. This application booklet is **valid for Three Months** from the date of issue and will not be received after that date.

**APPLICATION FOR ENLISTMENT AS CIVIL JOB-WORKER /  
MECHANICAL JOB-WORKER / ELECTRICAL JOB-WORKER /  
EARTH MOVING MACHINE OWNER UNDER ORISSA  
CONSTRUCTION CORPORATION LTD., BHUBANESWAR**

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

*Paste one recent  
passport size  
photograph signed on  
front & affix  
separately two more  
passport size  
photographs attested  
by a Gazetted Officer  
at the back & signed  
by the applicant on  
front*

**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	C-III	C-IV
<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)**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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.-	<input type="text"/>	Date	<input type="text"/>
Other details -	<input type="text"/>		

**If yes, then furnish the Name of the Managing Director/ Proprietor/ authorized Partner, with his full personal address and Phone No.:**

Name -	<input type="text"/>		
Address -	<input type="text"/>		
PIN	<input type="text"/>	Phone	<input type="text"/>
		Mobile	<input type="text"/>

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

At :-	<input type="text"/>						
PO :-	<input type="text"/>						
Via :-	<input type="text"/>				Dist	<input type="text"/>	
PIN :-	<input type="text"/>	State	<input type="text"/>	Phone	(0	<input type="text"/>	)-
Mobile	<input type="text"/>			E-mail	<input type="text"/>		

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

At :-	<input type="text"/>						
PO :-	<input type="text"/>						
Via :-	<input type="text"/>				Dist	<input type="text"/>	
PIN :-	<input type="text"/>	State	<input type="text"/>	Phone	(0	<input type="text"/>	)-
Mobile	<input type="text"/>			E-mail /Web address	<input type="text"/>		

7.	List of at least <b>TWO works</b> executed during last 5 years (Documentary proof must be submitted – See Sl. 3 of Page - 3)	1. .... 2. ....
8.	Annual Turnover for any <b>TWO Years</b> during last five years (Documentary proof must be submitted – See Sl. 4 of Page - 4)	1. .... 2. ....
9.	Bank <b>Solvency Certificate (Cash Credit facilities)</b> from any Nationalised/ Scheduled bank (See Sl. 5 of Page – 4 & Pg-8 for sample format)	Rs. .... 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 (See Sl. 6 of Page – 4)	1. .... 2. ....
11.	List of machineries and Equipments owned 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</b> Regn. No. - (Attested copy must be enclosed)	
16.	<b>EPF</b> Regn. No. - (Attested copy must be enclosed)	
17.	<b>VAT (TIN / SRIN)</b> No. (Attested copy must be enclosed)	
18.	<b>Central Excise</b> Registration No. ( In case of applicants applying for mechanical category only). (Attested copy must be enclosed)	
19.	<b>Income Tax PAN No. :</b> (Attested copies must be enclosed)	

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 Rs. .... lakhs (in figure) (Rupees.....Lakhs) (in words) and/or is currently enjoying a Cash Credit Limit of Rs.....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 the Bank**

*Note: (To be submitted in Original in the Bank's Letter head)  
\* Strike out the italics and whichever is not applicable.*

**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 Turn over 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. Attested copies of HT/LT License (for Electrical J/W.)
8. Sales Tax / VAT Regn. No. enclosed.
9. Central Excise Regn. No. enclosed. (for Mech. Job-workers)
10. Income Tax PAN No. enclosed.
11. For Firms/Companies, copies of Regn. Certificate & bye laws/partnership deeds enclosed.
12. For Upgradation, copy of existing Regn. Certificate.
13. Any other documents (pl. specify)

**Signature of the Applicant**