

## **PROCEDURE FOR ENLISTMENT OF JOBWORKERS IN OCCL**

1. The applicant has to apply in a prescribed form to obtain the Application Form-cum-Booklet by depositing Rs.300.00 (By hand) / Rs.350.00 (By Post) at head office after due scrutiny by the Senior Manager (Civil), Civil Designs-I, OCC Ltd., Bhubaneswar. This Form-cum-Booklet can also be downloaded from the official web site of the Corporation, <http://www.orissaconstruction.com>
2. On receipt of the booklet, the applicant has to fill up the form in accordance with the Category and Grade of Job-Worker to which he is eligible. The guidelines to such eligibility criteria are mentioned in the booklet.
3. If the applicant is applying for Grade-IV category, then he has to deposit the non-refundable enlistment fees of Rs.1000.00 and submit the Money Receipt thereof and other required documents alongwith the application booklet. For this Grade, no documents regarding experience, turnover, bank solvency etc. are required.
4. For all other grades of Jobworkers, the completed application booklet and all other required documents such as work done certificate, turnover certificate, bank solvency and employment record of degree/diploma engineer etc. are to be submitted to the concerned Senior Manager (C.D.-I) who will receive after initial verification of all such documents with the originals.
5. The scrutinised application forms and their screening list is then checked by the G.M.(Civil) and then put up to the “Enlistment Committee” consisting of M.D., G.M.(Civil), G.M. (Mech.), F.A.&C.A.O, S.M.(Mech.) and S.M.(CD-I) as members, for approval. The Committee sits usually once a month.
6. After approval by the committee, a letter is issued to the approved jobworkers (applying for Grade-III and above) to deposit the prescribed non-refundable enlistment fees (For Grade-I, Rs.5000.00; Grade-II - Rs.3000.00 and Grade-III- Rs.2000.00) subject to change from time to time.
7. After depositing of the non-refundable enlistment fees by the Job-Worker, an “Enlistment Certificate” is issued which is valid for three years from the date of deposit of non-refundable enlistment fees. The enlisted Job-Worker has to renew it after 3 years.
8. All the forms are available at the web site of the Corporation for downloading and submission.