

**Civil engineering consultancy services Pvt. Ltd. and Porom  
engineering and research Pvt. Ltd.**

<b>Designation</b>	<b>Category-A</b>	<b>Category-B</b>	<b>Category-C</b>
<b>Finance and Account's Manager</b>	BA/B.Com and MBA with at least 2 years experience in accounting, Familiar with MS-Office and Tally ERP-9, knowledge on taxation system of India, Age-25 to 40.	BA/B.Com with at least 1 years experience in accounting, Familiar with MS-Office and Tally ERP-9, knowledge on taxation system of India, Age-25 to 40.	BA/B.Com/MBA, Familiar with MS-Office, Age-21 to 30.
<b>HR and Office Manager</b>	BA/B.Com/B.Sc and MBA with at least 2 years of experience in office and HR management, Familiar with MS-Office and MS project, knowledge on EPF system and labour rules of India and at least for two NE states including Tripura, Age-25 to 40.	BA/B.Com/B.Sc with at least 1 year experience in office or HR management, Familiar with MS-Office and MS project, knowledge on EPF system and labour rules of India, Age-25 to 40.	BA/B.Com/MBA, Familiar with MS-Office, Age-21 to 30.
<b>Marketing Manager</b>	BA/B.Com and MBA with at least 2 years of experience in management, Familiar with MS-Office, Age-25 to 40.	BA/B.Com/B.Sc with at least 1 year experience in management, Familiar with MS-Office, Age-25 to 40.	BA/B.Com/MBA, Familiar with MS-Office, Age-21 to 30.
<b>Site/Field Manager</b>	BA/B.Com/B.Sc/Class XII passed alongwith at least 3 years of experience, knowledge in MS office, Age-25 to 35.	BA/B.Com/B.Sc/Class XII passed alongwith at least 2 years of experience, knowledge in MS office, Age-25 to 35.	BA/B.Com/B.Sc/Class XII passed, knowledge in MS office, Age-22 to 30.
<b>Surveyor</b>	ITI/Diploma in Civil engineering/surveying, at least two years of experience, knowledge in CAD, MS-office, Total station, Auto-plotter, Age-21-35 years, remuneration 100000/- per annum	ITI/Diploma in Civil engineering/surveying, at least 1 year of experience, knowledge in CAD, MS-office, Total station, Age- 21-30 years, remuneration 85000/- per annum	ITI/Diploma in Civil engineering/surveying, knowledge in CAD, MS-office, Total station, Age-21-30 years, remuneration 70000/- per annum
<b>Draughts man</b>	ITI/Diploma in civil engineering/ Draughtsmanship, 2 years of experience, knowledge in CAD, MS-office, building draughting, 21-35 years, 90000/- per annum	ITI/Diploma in civil engineering/ Draughtsmanship, 1 year of experience, knowledge in CAD, MS-office, building draughting, 21-30 years, 85000/- per annum	ITI/Diploma in Civil engineering/surveying, knowledge in CAD, MS-office, building draughting, Age- 21-30 years, remuneration 70000/- per annum

<b>Deputy Managing executive (Tech)</b>	Diploma in Civil engineering/ Architecture, 2 years of experience, knowledge in CAD, MS Office, building design, laboratory testing, surveying etc., Age 21-35 years.	Diploma in Civil engineering/ Architecture, 1 year of experience, knowledge in CAD, MS Office, building design, laboratory testing, surveying etc., Age 21-30 years.	Diploma in Civil engineering/ Architecture, knowledge in CAD, MS Office, building design, laboratory testing, surveying etc., Age 21-30 years.
<b>Managing executive (Tech)</b>	B.E/B.Tech civil, 2 years of experience, knowledge in CAD, MS office, Staad Pro, surveying, soil and material testing, design of building, retaining wall etc., Age: 25-35.	B.E/B.Tech civil, 1 years of experience, knowledge in CAD, MS office, Staad Pro, surveying, soil and material testing, design of building, retaining wall etc., Age: 25-35.	B.E/B.Tech civil, knowledge in CAD, MS office, Staad Pro, surveying, soil and material testing, design of building, retaining wall etc., Age: 25-30.
<b>Sr. Managing executive (Tech)</b>	M.E/M.Tech civil, 2 years of experience, knowledge in CAD, MS office, Staad Pro, surveying, soil and material testing, design of building, retaining wall, bridge etc., Age: 25-35.	M.E/M.Tech civil, 1 year of experience, knowledge in CAD, MS office, Staad Pro, surveying, soil and material testing, design of building, retaining wall, bridge etc., Age: 25-30.	M.E/M.Tech civil, knowledge in CAD, MS office, Staad Pro, surveying, soil and material testing, design of building, retaining wall, bridge etc., Age: 25-30.
<b>Site and office assistant</b>	Madhyamik/XII passed, knowledge in MS office, 2 years of experience in general office and site activities, Age 20-40.	Madhyamik/XII passed, knowledge in MS office, 1 years of experience in general office and site activities, Age-20-30 years.	Madhyamik/XII passed, knowledge in MS office, Age-20-30 years.

**NB: 1. The remuneration as mentioned above is indicative and negotiable to upper and lower limit. 2. One year minimum attachment with the company is mandatory for successful candidate after six months probationary period. On this one month remuneration will be kept as security. 3. The rules, regulations and discipline shall be in accordance with the company's self owned management system and each candidate need to abide by this to avoid any disciplinary actions. 4. Office time: 10.0 AM-6.0 PM, OT will be given as per company rules. 5. Each successful candidate need to go for 6 months probationary period after which all or selective candidate will be given continuation of service. 6. On initiation of second year of service remuneration will be increased to 20 percent from previous year. Each year afterwards there will be selective increment of remuneration based on performance evaluation. 7. Holidays will be there following company rules as applicable.**

**Send your CV to : [info.tripurainfo@gmail.com](mailto:info.tripurainfo@gmail.com)**

**For any Queries' Call: 0381 2413946**