

## JOBS IN ENGINEERING COMPANY

**POROM ENGINEERING & RESEARCH (OPC) PVT. LTD.**, an associated company of Civil Engineering Consultancy Services Pvt. Ltd. invites applications for various posts against **Draughtsman, Surveyors, Civil Engineers, Office and Site Assistant, Managers** for Office, Sites, Finance, Accounting, Human Resource management and Marketing for its Agartala Office. The company operates in the field of Infrastructure and civil engineering Survey, Building/Bridge/Road Design and Planning, laboratory and field testing for soil and materials, Design and construction with new and innovative technologies in Tripura and NE India. For detail guidelines and information please visit [www.tripurainfo.com](http://www.tripurainfo.com). Candidates must apply via e-mail at [porompeace2018@gmail.com](mailto:porompeace2018@gmail.com) within 13/08/2019 along-with CV and compulsory 3-5 minutes Audio-Visual file introducing himself/herself highlighting their special qualities and interests in respective field of works. The company operates in the field of Infrastructure and civil engineering (CE) Survey, laboratory and field testing of soil and materials, Design and construction with new and innovative technologies.

Sl. No.	Post	Education, knowledge and experience
1)	Manager (Office)	BA/B.Com/B.Sc/MBA-HR, MS-Office, Experience preferable
2)	Manager (Site)	BA/B.Com/B.Sc, knowledge and experience in MS-Office and CE site activities.
3)	Manager (Marketing)	BA/B.Com/B.Sc/MBA, knowledge and experience in MS-Office & CE contract works.
4)	Manager (Finance and accounts)	BA/B.Com/B.Sc/MBA, knowledge and experience in Accounts, Taxation, Tally ERP 9 and above, MS-Office.
5)	Engineer (Design)	B.E/M. Tech in CE, knowledge and experience in design of building, roads and bridge, cost estimates, soil and material testing Staad Pro, CAD, SAP, Etabs, MS Office
6)	Engineer (Construction)	Diploma/B.E in CE, knowledge and experience in CE construction activities along-with material testing.
7)	Engineer (Research)	B.E/M. Tech in CE, knowledge and experience in design of building, roads and bridge, cost estimates, soil and material testing Staad Pro, CAD, SAP, Etabs, MS Office
8)	Jr. architect	Diploma in Architecture, knowledge and experience in building planning, landscaping, CAD, 3D Max etc.
9)	Lab Assistant	BA/B.Sc/B. Com, Post-related knowledge and experience will be preferred
10)	Field Assistant	Metriculation/B.A/B.Sc/B.Com/Diploma in CE with relevant experience will be preferred
11)	Office Assistant	Metriculation/B.A/B.Sc/B.Com with relevant experience will be preferred
12)	Surveyor	ITI passed in surveying, Diploma in survey, knowledge and experience in Total Station, Auto Plotter, CAD, land, road and bridge survey and mapping
13)	Draughtsman	ITI passed in draughtsman, knowledge and experience in CAD, building, roads and bridge drawings etc.

### **N.B**

a) Candidates must apply via e-mail at [porompeace2018@gmail.com](mailto:porompeace2018@gmail.com) within **13/08/2019** along-with bio-data (CV) and compulsory 3-5 minutes Audio-Visual file introducing himself/herself highlighting their special qualities and interests in respective field of works. Candidates may choose his choice of expression in Bengali, Kokborok, Hindi and English language as comfortable. Candidates are strictly advised not to fill the bio-data with false information on his/her academics, knowledge, experience, identity etc. Each page of CV shall be self-attested with date and place. Candidate must mention in his/her bio-data about his initial expected salary justifying the same with a note. One name of a person relevant to the job applied, from the society shall be mentioned in the bio-data as a reference contact along with address with mobile number and e-mail.

b) All candidates should have computer knowledge in MS Office/Printing etc.

c) A minimum attachment period shall be ensured by the candidate as 1 year for technical and 2 years for non-technical candidates and shall be clearly mentioned in the Bio-Data. Company will prefer those who will commit larger period of attachment with the company.

d) Special performance allowance in every six-month will be added in remuneration.

e) Any communication other than e-mail from candidates will be disqualified.

f) The company reserves all rights against the selection of candidates.

### **SELECTION Methods**

1. Shortlisted candidates from **received CV** and after going through the **audio-visual file** will be called for interview.

2. Shortlisted candidate after interview will be given **two assignments**. One will be as **technical** and the other will be on life motivation related to **self-knowing spiritual context**.

3. Shortlisted candidates after reviewing and discussing the assignments will be given a one-month engagement with the company in its living projects and related office along with site activities. This period is termed as **Know your Employer/Employee (KYE)**. During this one-month period every shortlisted candidate will be given an amount of Rs.4,500/- (Four Thousand Five Hundred).

4. On completion of one month there will be final meeting with every selected individual candidate followed by an extended meeting where, all the finally selected candidates will be given a **temporary appointment for six months** mentioning detail of the Salary/Remuneration and other terms and conditions.

5. On completion of successful six months candidates will be given a **stable appointment minimum for one year**. Higher period will be decided differently with different selected candidates.

6. At Interview, every candidate has to submit an amount of **Rs.100.00 (Rupees One hundred only)** as **interview processing fee**. The amount is generally non-refundable but will be refunded to all the finally selected candidate.