

JOBS IN ENGINEERING COMPANY AT AGARTALA

POROM ENGINEERING & RESEARCH (OPC) PVT. LTD. invites applications against various posts for **Draughtsman, Surveyors, Civil Engineers, Office and Site Assistant, Managers for Office, Sites, Finance, Accounting, and Marketing** for its Agartala Office. The company operates in the field of *Sustainable, Renewable Engineering, Infrastructure, Engineering Innovation, Consulting, Product Development, and civil engineering Survey, Building/Bridge/Road Design and Planning, laboratory and field testing for soil and materials, Geo-technical Investigation, Design and construction with new and innovative technologies in Tripura and NE India.* For detail guidelines and information please visit www.tripurainfo.com. Candidates must apply via e-mail to directorpearl2018@gmail.com with a Cc to tripurainfo.agartala@gmail.com within **30/06/2024** along with **CV and compulsory 1-2 minutes Audio-Visual MP4 file** introducing himself/herself highlighting their special qualities, experience, knowledge and interests in respective field of works.

Sl. No.	Post	Education, knowledge and experience
1)	Manager (Office)	BA/B.Com/B.Sc/MBA-HR/BE, MS-Office, Suitable Experience is preferable.
2)	Manager (Site)	BA/B.Com/B.Sc./Diploma in Engineering, suitable experience, knowledge in MS-Office and site works and related activities shall be preferred.
3)	Manager (Marketing)	BA/B.Com/B.Sc/MBA/Diploma or BE, suitable experience, knowledge in MS-Office & contract works.
4)	Manger (Finance and accounts)	BA/B.Com/B.Sc/MBA, knowledge and experience in Accounts, Taxes, Tally ERP 9 and above, MS-Office.
5)	Engineer (Design)	B.E/M. Tech in Civil Engineering, knowledge and experience in design of building, roads and bridge, cost estimates, soil and material testing, knowledge and experience in Staad Pro, CAD, SAP, Arc GIS, Etabs, Revit Architecture, MS Office
6)	Engineer (Construction)	Diploma/B.E in Civil/Electrical/Mechanical Engineering, knowledge and experience in construction activities along-with material testing, CAD, Arc GIS, MS Office.
7)	Engineer (Research)	B.E/M.Tech in Engineering, knowledge and experience in design, laboratory and field testing, Knowledge and experience in Staad Pro, CAD, SAP, Etabs, Arc GIS, Ansys, Abaqus, Plaxis, MS Office.
8)	Jr. architect	Diploma in Architecture, knowledge and experience in building planning, landscaping, CAD, 3D Max, SketchUp, Revit Architecture etc.
9)	Lab Assistant	BA/B.Sc/B. Com, Post-related knowledge and suitable experience will be preferred
10)	Field Assistant	Metriculation/B.A/B.Sc/B.Com/Diploma in Civil Engineering with relevant experience shall be preferred
11)	Office Assistant	Metriculation/B.A/B.Sc/B.Com with relevant experience shall be preferred
12)	Surveyor	ITI passed in surveying, Diploma in survey, knowledge and experience in GIS, Total Station, DGPS, Drone, LiDar, Auto Plotter, Civil CAD, land, road and bridge survey and mapping.
13)	Draughtsman	ITI passed in draughtsmanship, knowledge and experience in CAD, GIS, Sketch-Up, Revit Architecture, building, roads and bridge drawings etc.

a) Applicants are strongly advised against providing false or inaccurate information regarding their academic background, expertise, experience, or identity in their curriculum vitae. Each page of the CV must be self-attested, dated, and annotated with the location. Candidates are required to specify their initial salary expectations, substantiating them with a brief explanation. Additionally, applicants should include the name of a relevant individual from their network who can serve as a reference, along with their contact details, including address, mobile number, and email.

b) Proficiency in MS Office and basic computer operations, including printing, is a prerequisite for all candidates.

c) Candidates must commit to a minimum attachment period of one year for technical roles and two years for non-technical roles, clearly indicated in their bio-data. Preference will be given to applicants willing to commit to longer attachment periods with the company.

d) Performance allowances will be incrementally increased in the remuneration every six months.

e) Candidates may be assigned to other affiliated companies if necessary.

f) Applicants should be prepared for outstation duties beyond Agartala city and may be temporarily stationed in other states as required.

g) Any communication other than email from candidates will result in disqualification.

h) The company reserves the right to select candidates at its discretion.

DIRECTOR'S MESSAGE

“It has come to our attention that a significant portion of candidates often overlook the requirements outlined in the advertisement and fail to adhere to the instructions provided. We seek individuals who are sincere and focused, ready to contribute from day one. Best wishes to all applicants!”

Dr. M.K. Deb,
Director

N.B. SELECTION METHOD

- Candidates shortlisted based on their submitted CVs and evaluation of the audio-visual file will proceed to the interview stage. (Online/Offline to be decided against each candidate).
- Following the interview (conducted either online or offline), shortlisted candidates will be assigned two tasks: one technical assignment and another focusing on life motivation within a spiritual context.
- Upon completion and review of the assignments, shortlisted candidates will undergo a **fifteen-days to one-month Warm-up Session** with the company, engaging in live projects, office-related tasks, and site activities. This period, known as **Know Your Employer/Employee (KYE)**, includes a stipend of **Rs.2,000/-** (Two Thousand only) for each participant.
- After the successful completion of the Warm-up Session, a final meeting will be held with each selected candidate. Temporary appointments for six months will be offered, detailing the salary/remuneration and other terms and conditions. The final salary/remuneration will be determined after the Warm-up Session, with respectable joint decision for suitable candidates. **The salary range (cost to company or CTC) is Rs. 1,00,000/- 7,20,000/- per annum.**
- Following a successful six-month period, candidates will receive a permanent appointment, with a minimum commitment of one/two years of attachments. Longer durations may be offered based on individual circumstances and in compliance with the company's internal policies.
- Candidates called for interviews are required to submit a processing fee of Rs.100.00 (Rupees One hundred only) for registration. While this fee is generally non-refundable, it will be reimbursed to all candidates who are finally selected.