

## JOBS IN ENGINEERING COMPANY

**POROM ENGINEERING & RESEARCH (OPC) PVT. LTD.**, invites applications for various posts against for Office, Sites, Finance & Accounting, and Marketing for its Agartala office. The company operates with its base office at Agartala, in the field of Infrastructure and Engineering, Design and Application with innovative technologies in Tripura and NE India. Candidates must apply via e-mail at [pearlposting@gmail.com](mailto:pearlposting@gmail.com) within 20/07/2021 along-with CV and compulsory 1-2 minutes Audio-Visual MP4 file introducing himself/herself highlighting their special qualities and interests in respective field of works. **BEFORE APPLYING GO THROUGH THE CONTENT CAREFULLY AND APPLY ACCORDINGLY AS MENTIONED BELOW.** Candidates applied earlier need not to apply again.

Sl. No.	Post	Education, knowledge and experience
1	Managing Executive (Site/Office)	BA/B.Com/B.Sc, knowledge and experience in MS-Office and CE site activities.
2	Managing Executive (Marketing)	BA/B.Com/B.Sc/BBA/MBA, knowledge and experience in MS-Office & CE contract works.
3	Managing Executive (Finance and accounts)	BA/B.Com/B.Sc/MBA, knowledge and experience in Accounts, Taxation, Tally ERP 9 and above, MS-Office.
4	Engineer	B.E/M. Tech in CE, knowledge and experience in design and cost estimate of building, roads and bridge, cost estimates, soil and material testing Staad Pro, CAD, SAP, Etabs, MS Office
5	Engineer (Research)	Diploma/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	Surveyor	ITI passed in surveying, Diploma in survey, knowledge and experience in DGPS, Drone Survey, Total Station, Auto Plotter, GIS, CAD, land, road and bridge survey and mapping
7	Draughtsman	ITI/Diploma in draughtsmanship/ Civil Engineering/Architecture, knowledge and experience in CAD, REVIT, GIS, building, roads and bridge drawings etc.

### N.B

a) Candidates must apply via e-mail at [pearlposting@gmail.com](mailto:pearlposting@gmail.com) within 20/07/2021 along-with CV and **compulsory 1-2 minutes Audio-Visual MP4 file** introducing himself/herself expressing his or her suitability against the post applied. 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 knowledge, experience, identity. 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. Candidate **must mention one name of a person as a referee** relevant to the job applied, from the society along with contact details.

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

c) The minimum period of the engagement is **6 (Six) months**. On successful completion of first six months the **salary/remuneration** will be increased at **(1.5-3) times** based on candidate's performance.

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

e) The CVs will be shortlisted as per the internal policy of the company at **first stage**, and will be communicated only to selected candidates with an assignment. In the second stage submitted assignment will be evaluated for the **second stage** selection. Accordingly, selected candidates of second stage will be called for the **interview online/physical** meeting using Google-meet. Selected candidates from the interview will be given **15 days warm-up online/physical session** to Know your Company (**KYC**) and Know your Employee (**KYE**). Finally, selected candidates will be appointed to the company following agreements as applicable.

f) The selected candidates **after second stage** as would be called for the interview will have to **register** with a **processing fee of Rs. 100/- (One Hundred Only)** at the interview premise by cash/online transfer to the company account.

g) The Salary/remuneration will be discussed, and will be decided in proportion to the knowledge and experience of the candidate.

h) **The Freshers (Technical posts)** will be treated as Intern for six months, and will be paid Rs. 3000/- to Rs. 5000/- per month up-to six months, after which their continuation may be granted against suitable posts depending on their performance in Company's parameters.

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