



# ARK INFORMATICS PRIVATE LIMITED

*IT's that Simple...*

Start-up DIPP No.: DIPP67343

MSME Udyog Aadhar No: TR08E0001017

Udyam No: UDYAM-TR-08-0000866

ISO 9001:2015 certified Company

Advanced Root Knowledge Informatics

Ref: ARKIPL/Advt./MP/02/2025

Dated:-21.02.2025

## Employment Notification: 02/2024-25

Online applications are invited from the eligible candidates to recruit in the following posts on Purely Outsourcing Basis under Advanced Root Knowledge Informatics Private Limited (ARKIPL).

Details of the posts are given below.

Item No.	Name of the Post & required Qualification	No. of Post	Experience	Fixed Remuneration	Location
1	<b>Driver</b> (Madhyamik Pass)  Matriculate with a valid license to divest least LMV	7	4 Years	10843	Agartala
2	<b>Gardener</b> (Class VIII Passed)	2	3 Years	5000	Agartala
3	<b>Security Guard</b> (Class 10 Passed)	10	3 Years	8500	Agartala
4	<b>Data Entry Operator</b> (Graduate)  N.B:- Salary will be calculated per day basis	41	2 Years	25000	Agartala-5 Dibrugarh-3 Dimapur-6 Imphal-3 Silchar-4 Shillong-1 Hollongi-1 Guwahati-18
5	<b>Computer Operator</b> (Secondary School)  N.B:- Salary will be calculated per day basis	37	1 Year	23000	Dibrugarh-5 Dimapur-3 Imphal-3 Jorhat-2 Silchar-2 Lengpui-1 Tezpur-1 Tezu-3 Lilabari-2 Shillong-2 Rupsi-1 Hollongi-1 Guwahati-11

# ARKIPL



**Rstd. Address:** Ashirbad House  
North Joynagar, Agartala-799001.  
E-mail : [info.arkipl@gmail.com](mailto:info.arkipl@gmail.com)  
Contact No: 9860236002

[www.arkipl.com](http://www.arkipl.com)



**Comm.Address:** Ashirbad House  
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E-mail : [info.arkipl@gmail.com](mailto:info.arkipl@gmail.com)  
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6	Multi-Tasking Staff (High School)  N.B:- Salary will be calculated per day basis	47	1 Years	21000	Agartala-6 Dibrugarh-3 Dimapur-5 Imphal-1 Silchar-1 Lengpui-2 Tezpur-2 Tezu-3 Lilabari-2 Shillong-2 Rupsi-1 Hollongi-2 Guwahati-17
7	Programme Officer  (Post Graduate in Social Work/Sociology/Child Development/Human Rights Public Administration/Psychology/Psychiatry/Law/ Public Health/Community Resource Management OR Graduate in same with 02 years' experience)	1	0 Years	27800	Agartala
8	Protection Officer  (Post Graduate in Social Work/Sociology/Child Development/Human Rights Public Administration/Psychology/Psychiatry/Law/ Public Health/Community Resource Management OR Graduate in same with 02 years' experience)	8	0 Years	22240	District wise 01 Person
9	Social Worker  (Graduate preferably in B.A in Social Work/Sociology/Social Sciences from a recognized University)	16	2 Years	15000	District wise 02 Person
10	Personal Secretary Minimum Graduate from recognized university Experience as PS preferably in Gov Sector & proficiency in typing at min 50 words/minutes	2	4 Years	27108	Tripura
11	Personal Assistant Minimum Graduate from recognized university Experience as PS preferably in Gov Sector & proficiency in typing at min 50 words/minutes	5	4 Years	21686	Tripura
12	Multi-Tasking Staff Matriculation	8	4 Years	11380	Tripura

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13	Fishery Expert Minimum Fishery Graduate from recognized university. Experience in working in fishery sector under Govt. Organization/similar project in Tripura	2	2 Years	32529	Tripura
14	Documentation Assistant (Matriculation Familiarity with local dialect)	16	4 Years	7018	Tripura
15	Marketing Staff (Commerce Graduate with rural marketing experience)	7	3 Years	21686	Tripura
16	Supporting Staff (Graduate with 03 years' experience in MS Office)	4	3 Years	27108	Tripura

### Terms & Conditions:-

1. The selected candidates will be appointed on Purely Outsourcing Basis.
2. The number of posts mentioned above may increase or decrease at any time.
3. The Management of ARKIPL has full discretion to cancel the part or entire advertisement at any point of time.
4. The selection shall be made as per the reservation norms/policy of the State Govt./ or as per the terms and conditions of the tender.
5. The selected candidates should come under an agreement as per the norms with the ARKIPL.
6. The candidates shall be selected through interview / written test.
7. Renewal will be done on performance basis.
8. Selected candidate need to submit processing fee and security as per company norms. Candidates need to submit application processing fee ₹500.00.

Application shall be submitted through online available in the website <http://www.arkipl.com> w.e.f. 24.02.2025 to 15.03.2025 up to 03:00 p.m. Incomplete application shall be rejected without showing any cause. In any circumstances no application shall be received physically or by post.

With Best wishes

Sd./-

Dr. Debanuj Biswas

Managing Director, ARKIPL

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