

TECHNOCULTURE BUILDING CENTRE PVT LTD (VASTU VIHAR)

Legal Executive and Accounts Executive

Job Profile Details

Placement Cycle

ARKA JAIN University - Placements 2024-25

Job Location

East India (Bihar, Jharkhand)

Date of Visit

NA

Position Type

Full Time

Expected Hires

NA

Sector

NA

CTC

INR 200000 - 240000

Category

Level 2 - General

Description

COMPANY PROFILE

Vastu Vihar Techno culture was established in the year 1994, co-sponsored by HUDCO and BMTPC of India with a motto to hold ourselves to a higher standard and ultimately provide a better housing experience.

Vastu Vihar is the leading construction group of Eastern India, operating in 45 cities of Bihar, Jharkhand, Odisha, West Bengal and Uttar Pradesh. Primarily engaged in building low-cost residential units with a staff of 1700 employees, the company has completed 20,000 projects of construction out of 40,000 projects and 20,000 are under process. They offer clients the accessibility and support of a local firm with the stability and resources of a multi-national organization.

Throughout the years we have maintained these principles, through a meaningful process established to streamline our company and benefit our clients. They look ahead to earn your business and be the highest value provider of global construction and services.

O F F I C I A L

WEBSITE: <https://www.vastuvihar.org/About.aspx>

For Legal:

- Making Due Diligences Report On The Basis Of Land Document Searching.
- Drafting Legal Documents Such As Contract/ Agreement/Notices/Letters, Etc.
- Managing Court Cases And Coordinating With Concern

Advocate Monitoring Case Status

- Handling Outer Court Settlements And Mediation
- Validating All Documents And Records That Have Been Submitted Pertinent To The Case
- Assisting And Providing Legal Opinions To Senior Officer For Resolving The Matter
- Research Work Related To Legal Aspects Of The Matters.
- Maintaining Land Bank.
- Legal Research Comfortable for relocation in working field.

For Accountant:

Record keeping

Salary calculation

Budget preparation

Qualifications:

- Strong organizational, multitasking, and time-management skills.
- Excellent verbal and written communication abilities.
- Proficiency in tools like Microsoft Office, software.
- Ability to work independently and in team settings.

Open for Courses

- Jain - Arka Jain University Jharkhand

BBA

1. Finance
2. Marketing
3. Human Resource

B.Com (Hons.)

1. Finance
2. Marketing
3. Human Resource

BBA LLB (Hons)

1. BBA-LLB (H)

Eligibility Criteria

BBA

All students are eligible

B.Com (Hons.)

All students are eligible

BBA LLB (Hons)

All students are eligible

Work Experience Criteria

No work experience based criteria defined yet!

Allowed Genders

[Y] Male students

[Y] Female students
[Y] Other Genders

Backlogs

Students with backlog(s) not allowed

Hiring Workflow

Pre-placement Talk

No Venue/Time specified

Technical interview

No Venue/Time specified

HR interview

No Venue/Time specified

Additional Info

No additional information