

DAHEJ SEZ LTD.**REQUIREMENT PROFILE**

1	Company Name	Dahej SEZ Ltd..
2	Post	Executive Officer (Security & Admin)
3	Location of posting	Dahej, Bharuch
4	Age(min and max) in years	30 to 50 years
5	Gender	Male
6	Essential Qualification & Specialization	1) Graduate from any recognized University with minimum 55% or Ex-Servicemen
7	Preferred Qualification & Specialization	Specialization in Labour Laws
8	Nature of job / Key Result Areas (KRA)	1) Key responsibility is the Monitoring the security services and shall be familiar with Labour law compliance i.e. Min.Wages, PF, ESI, Labour licence etc. 2) Knowledge of basic computer, typing, Internet / E-mail, filing 3) Liason with Government Department/ Local villagers/ local police etc. 4) General Administration work 5) Handling day to day registers of labour 6) Any other duty assign by DSL time to time
9	Soft Skills requirement	Good Communication Skills. Able to read, write & speak (Hindi, Gujarati & English)
10	Total Minimum experience(No. of years)	3 to 5 years
11	This person will report to	Manager (Infra)
12	Salary (Cost to company-CTC) p.a.(Min / Max	Rs.25,000/- p.m. to Rs.30,000/-
13	What is normal accepted joining period?	Upto One Month