

**REQUIREMENT PROFILE**

1	Company Name	Dahej SEZ Ltd..
2	Post	Security Officer
3	Location of posting	Dahej, Dist : Bharuch
4	Age(min and max) in years	35 to 50 Years
5	Gender	Male
6	Essential Qualification & Specialization	Graduate from any recognized University with minimum 55% and Ex-Servicemen
7	Preferred Qualification & Specialization	Specialization in Labour Laws
8	Nature of job / Key Result Areas (KRA)	<ol style="list-style-type: none"><li>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.</li><li>2) Responsible for gathering information related to security / landlord issue, To work with SSI of GISFS for effective discipline of force and full proof security of Zone.</li><li>3) Knowledge of basic computer, typing, Internet / E-mail, filing</li><li>4) Liason with Local Police and other Government Department/ Local villagers etc.</li><li>5) General Administration work</li><li>6) Handling day to day registers of labour</li><li>7) Any other duty assign by DSL time to time</li></ol>
9	Soft Skills requirement	<ul style="list-style-type: none"><li>• Good Communication Skills.</li><li>• Able to read, write &amp; speak (Hindi,Gujarati &amp; English)</li></ul>
10	Total Minimum experience(No. of years)	10 years as Assistant Security Officer or Equivalent post
11	This person will report to	Manager (Infra)
12	Salary (Cost to company-CTC) p.m.	Up to Rs.40,000/- p.m.
13	What is normal accepted joining period?	Immediately / 15 days / One Month