

DAHEJ SEZ LTD.**REQUIREMENT PROFILE**

1	Company Name	Dahej SEZ Ltd..
2	Post	Site Engineer (Civil)
3	Location of posting	Dahej - Bharuch
4	Age(min and max) in years	25 to 30 year
5	Gender	Male
6	Essential Qualification & Specialization	Bachelor of Engineering (Civil) from any recognized University with minimum 55% or Diploma in Civil with first class
7	Preferred Qualification & Specialization	Specialization in Civil work
8	Nature of job / Key Result Areas (KRA)	<ol style="list-style-type: none"> 1) Key responsibility is to Monitor different types of Infra works and Building Construction & Maintenance works carried out by DSL /GIDC 2) Preparation of Tenders & BOQ 3) To supervise and manage the Civil works at the site. 4) Verification of drawings submitted by SEZ unit as per norms of GDCR ,SEZ. 5) To check the bills provided by various Contractors/agency 6) To ensure Quality of works 7) To carry out field survey / joint measurement for plot allotted to SEZ Unit 8) To prepare & provide MIS reports as regards Civil works. 9) Responsible for progress of work at site, maintaining records, safety & quality. 10)Knowledge of basic computer (Word & Excel) and Auto-cad is must. 11)Any other duty assign by DSL time to time
9	Soft Skills requirement	<p>Good Communication Skills.</p> <p>Able to read, write & speak (Hindi, Gujarati and English)</p>
10	Total Minimum experience(No. of years)	Min. 3 years for BE (Civil) & Min. 5 years for Diploma (Civil)
11	This person will report to	Manager (Infra)
12	Salary (Cost to company-CTC) Per Month .(Min / Max .depend up on the experience and knowledge	Rs.20,000/- p.m. to Rs.30,000/-
13	What is normal accepted joining period?	As soon as possible but not more than Month