

# DAHEJ SEZ LTD.

## REQUIREMENT PROFILE

1	Company Name	Dahej SEZ Ltd..
2	Post	<b>Site Engineer (Civil) (Third Party contact)</b>
3	Location of posting	Dahej - Bharuch
4	Age Max. in years	40 Years
5	Gender	Male
6	Essential Qualification	Bachelor of Engineering (Civil) from any recognized University with minimum 55% or Diploma in Civil with first class
7	Preferred Specialization	Specialization in Tendering, Billing work, Site supervision
8	Nature of job / Key Result Areas (KRA)	<ol style="list-style-type: none"><li>1) Key responsibility is to prepare Tenders &amp; BOQ</li><li>2) Monitor different types of Infra works and Building Construction &amp; Maintenance works carried out by DSL /GIDC</li><li>3) To supervise and manage the Civil works at the site.</li><li>4) Verification of drawings submitted by SEZ unit as per norms of GDCR, SEZ.</li><li>5) To prepare Estimates &amp; verification of bills provided by various Contractors/agency</li><li>6) To ensure Quality of works</li><li>7) To carry out field survey / joint measurement for plot allotted to SEZ Unit</li><li>8) To prepare &amp; provide reports as regards Civil works.</li><li>9) Responsible for progress of work at site, maintaining records, safety &amp; quality.</li><li><b>10) Knowledge of basic computer (Word &amp; Excel) and Knowledge Auto-cad will be advantage.</b></li><li>11) Any other duty/ Work assigns by DSL time to time</li></ol>
9	Soft Skills requirement	Good Communication Skills. Able to read, write & speak (Hindi, Gujarati and English)
10	Total Minimum experience (No. of years)	Min. 3 to 5 years for BE (Civil) & Min. 7-8 years for Diploma (Civil).  Candidate must have experience in the construction of Road & Building Works
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.25,000/- to Rs.30,000/- Per Month
13	What is normal accepted joining period?	As soon as possible but not more than Month

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