

DAHEJ SEZ LIMITED

REQUIREMENT PROFILE FOR ASSISTANT (ADMIN & SAFETY)

1	Company Name	Dahej SEZ Limited
2	Post	Assistant (Admin & Safety)
3	No. of Position	1 (On Contract basis)
4	Location of posting	Dahej – Bharuch
5	Age (in years)	Not more than 35
6	Gender	Male
7	Essential Qualification & Specialization	Graduate (B.Sc. in Fire Safety or B. Sc. In Industrial Safety or Diploma in Industrial Safety) from recognized University with minimum 55%
8	Nature of job / Key Result Areas (KRA)	Handling All Admin related works in co-ordination with concern officials, All works related to Fire & Safety, Emergency & Disaster Management Related Work/ Any other work assign by reporting officer time to time.
9	Soft Skills requirement	<ul style="list-style-type: none">• Good Knowledge of Microsoft Office & Internet• Good Communication Skills.• Able to read, write & speak (Hindi, Gujarati & English)
10	Total Minimum experience(No. of years)	Min 5 years as a Safety officer / EHS officer
11	This person will report to	Assistant Manager / Manager
12	Salary (Cost to company-CTC) p.a.(Min / Max	Rs.22,000/- as per HRD policy of the Company
13	What is normal accepted joining period?	Immediately/ 15 days/1 Month
14	Documents to be submitted	<ol style="list-style-type: none">1. Updated C.V.2. Copy of Experience Certificate till date3. Copy of Qualification Certificates