

DAHEJ SEZ LIMITED

REQUIREMENT PROFILE FOR ASSISTANT (ADMIN & HR)

1	Company Name	Dahej SEZ Limited
2	Post	Assistant (Admin & HR)
3	No. of Position	1 (On Contract basis)
4	Location of posting	Gandhinagar
5	Age (in years)	Not more than 35
6	Gender	Male or Female
7	Essential Qualification & Specialization	Graduate (B.A./B.Com/B.B.A) from recognized University with minimum 55% and Master of Human Resource Management OR Master of Labour Welfare
8	Nature of job / Key Result Areas (KRA)	<ol style="list-style-type: none">1) Handling All Admin and HR Related Work2) Drafting of letter, notes & Agreements, etc..
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 3 years
11	This person will report to	Assistant Manager
12	Salary (Cost to company-CTC) p.a.(Min / Max	Rs.18,000/- Approx. 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