

DAHEJ SEZ LTD.
REQUIREMENT PROFILE

1	Company Name	Dahej SEZ Ltd..
2	Post	Assistant (Admin & HR)
3.	No. of Position	1 (On Contract basis for 1 Year which may be extended)
4	Location of posting	Gandhinagar
5	Age (in years)	Not more than 35
6	Gender	Male or Female
7	Essential Qualification & Specialization	1. Graduate (B.A. /B. Com/BBA) from recognized University with minimum 55% with knowledge of Labour Laws and Human Resource and Master Degree will be preferred
9	Nature of job / Key Result Areas (KRA)	1) Handling All Admin and HR Related Work 2) Drafting of letter, notes & Agreements, etc..
10	Soft Skills requirement	<ul style="list-style-type: none"> • Good Knowledge, Microsoft Office and internet • Good Communication Skills. • Able to read, write & speak (Hindi, Gujarati & English)
11	Total Minimum experience(No. of years)	Min 3 years
12	This person will report to	Assistant Manager
13	Salary (Cost to company-CTC) p.a.(Min / Max	Rs.15,000/- to Rs. 18,000/-
14	What is normal accepted joining period?	Immediately/ 15 days/1 Month
15	Documents to be submitted	<ol style="list-style-type: none"> 1. Updated C.V. 2. Copy of Experience Certificate till date 3. Copy of Qualification Certificates