



DAHEJ SEZ LIMITED
(A Joint Venture of GIDC & ONGC)



Company invites Application for the following positions: -

Sr. No	Requirement	Position	Location
01.	Assistant Manager (Contractual) (Finance & Accounts)	01 No.	Gandhinagar & Dahej
02.	Manager (Admin-HR) (Contractual)	01 No.	Gandhinagar
03.	Account Assistant (Contractual)	01 No.	Dahej
04.	Receptionist (Contractual)	01 No.	Gandhinagar
05.	Executive (Admin & Safety) (Contractual)	01 No.	Dahej
06.	Stenographer (Eng.) (On third Party Contract)	01 No.	Gandhinagar
07.	Environment Executive (Contractual)	01 No	Dahej
08.	Company Secretary (Contractual)	01 No	Gandhinagar
09.	Dy. Eng. Civil (On third Party Contract)	01 No.	Dahej
10.	Computer Operator(On third Party Contract)	01.No.	Office of the Development Commissioner, Ahmedabad

Detailed Job Profile will be available in Download menu of www.dahejsez.com. Interested candidate may send their updated CV and relevant documents to below mentioned address in seal cover indicating “**Application for the post of _____**” on below mention address by Courier/RPAD/Speed Post only up to **21-07-2025**. Eligible candidates will be called for an interview.

Chief Executive Officer

Dahej SEZ Limited

Block no. 14, 3rd Floor, Udyog Bhavan, Sector -11,
Gandhinagar-382017, Gujarat

01. Requirement for Assistant Manager (Finance & Accounts) (Contract)

1	Company Name	Dahej SEZ Ltd..
2	Post	Assistant Manager (Finance & Accounts) (Contract)
3	Location of posting	Gandhinagar
4	Age Max. in years	Max 40 Years
5	Gender	Male
6	Essential Qualification & Specialization	Qualified Chartered Accountant or MBA (Finance)
7	Nature of job / Key Result Areas (KRA)	Handling all accounts, finance, taxation and Audit matter, and experience in the EOU, SEZ matter and related industries preferable.
8	Soft Skills requirement	Good Communication Skills. Able to read, write & speak (Hindi, Gujarati and English)
9	Total Minimum experience (No. of years)	Min. 5 to 7 years
10	Reporting to	CFO-DSL
11	Salary (Cost to company-CTC) Per Month. (Min / Max. depend upon the experience and knowledge)	Rs.35,000/- to 45,000/- per Month
12	Expected joining period	Immediately / 15 days / One month
13	Documents to be submitted	1. Updated CV 2. Educational Qualification and Experience certificate duly acknowledged by competent authority

02. Requirement for Manager (Admin & HR) (Third Party Contract)

1	Company Name	Dahej SEZ Ltd..
2	Post	Manager (Admin & HR) (Third Party Contract)
3	Location of posting	Gandhinagar.
4	Age Max. in years	Max 35 Years
5	Gender	Male/female
6	Essential Qualification & Specialization	MBA (HR) from any recognized university with minimum 55% or above it and min 05-year experience in similar post.
7	Nature of job / Key Result Areas (KRA)	<ol style="list-style-type: none">1. Formulation / implementation of HRD Policy of the company including recruitment, salary, leave, training and development, increments related work.2. General Administration of the company offices both at HO and Dahej SEZ (House Keeping, transportation and security,3. Public Relation activities
8	Soft Skills requirement	Good Communication Skills. Able to read, write & speak (Hindi, Gujarati and English)
9	Total Minimum experience (No. of years)	Min. 5 to 7 years
10	Reporting to	CEO-DSL
11	Salary (Cost to company-CTC) Per Month. (Min / Max. depend upon the experience and knowledge	Rs.35,000/- to 45,000/- per Month
12	Expected joining period	Immediately / 15 days / One month
13	Documents to be submitted	<ol style="list-style-type: none">1. Updated CV2. Educational Qualification and Experience certificate duly acknowledged by competent authority.

03. Requirement of Account Assistant (Third Party Contract)

1	Company Name	Dahej SEZ Ltd.
2	Num. of post-two	Account Assistant (third party Contract)
3	Location of posting	Dahej
4	Age (min and max) in years	25 to 35 years
5	Essential Qualification & Specialization	1) Graduate from any recognized University with minimum 55% 2) Master of Commerce 3) Inter C.A. Pass preferable
6	Nature of job / Key Result Areas (KRA)	1. Handling Accounts, Finance, Taxation 2. and Audit related work
7	Soft Skills requirement	Good Communication Skills. Able to read, write & speak (Hindi, Gujarati & English)
8	Total Minimum experience (No. of years)	Minimum 3 years
9	Reporting to	Assistant Manager /Manager
10	Salary (Cost to company-CTC) p.m. (Min / Max)	Rs.17,000/- p.m. to 20,000/- p.m.
11	What is normal expected joining period?	Immediately / 15 days / One Month
12	Documents to be submitted	1. Updated C.V. 2. Experience Certificates till date 3. Qualification Certificates

04. Requirement for Receptionist (On Contract Basis)

1	Company Name	Dahej SEZ Ltd.
2	Post	Receptionist -1 (On Contract Basis)
3	Location of posting	Gandhinagar
4	Age (min and max) in years	Not more than 30 years
5.		Male/ Female
6.	Essential Qualification & Specialization	Graduate from any recognized university
7.	Nature of job / Key Result Areas (KRA)	Maintaining Inward and outward Register & Documentation Attending phone Calls & Letters typing etc. General Administration work etc.
8.	Soft Skills requirement	Good Communication Skills. Able to read, write & speak (Hindi, Gujarati & English)
9.	Total Minimum experience (No. of years)	Minimum 2 to 3 years
10.	Reporting to	Assistant Manager /Officer
11.	Salary (Cost to company-CTC) p.m. (Min / Max)	Rs.15,000/-/- per Month
12.	What is normal expected joining period?	Immediately / 15 days / One Month
13.	Documents to be submitted	1. Updated C.V. 2. Experience Certificates till date 3. Qualification Certificates

05.Requirement for Executive (Admin & Safety) (Third Party Contract)

1	Company Name	Dahej SEZ Ltd.
2	Post	Executive (Admin & Safety) (third party Contract)
3	Location of posting	Dahej
4	Age (min and max) in years	Not more than 35 years
5.		male
6.	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%
7.	Nature of job / Key Result Areas (KRA)	Handling all admin related work in co-ordination with concern officers, all work related to Fire & Safety, Emergency & Disaster related work and any other work assigns by reporting officer time to time.
8.	Soft Skills requirement	Good Communication Skills. Able to read, write & speak (Hindi, Gujarati & English)
9.	Total Minimum experience (No. of years)	Minimum 2 years as safety officer/EHS officer
10.	Reporting to	Manager /Officer
11.	Salary (Cost to company-CTC) p.m. (Min / Max)	Rs.25,000/- per Month
12.	What is normal expected joining period?	Immediately / 15 days / One Month
13.	Documents to be submitted	1. Updated C.V. 2. Experience Certificates till date 3. Qualification Certificates

06. Requirement for stenographer

1	Company Name	Dahej SEZ Ltd.
2	Post	<u>stenographer</u> (Contractual)
3	Location of posting	Ahmedabad
4	Age (min and max) in years	25 to 35 years
5	Essential Qualification & Specialization	Graduate from any recognized University with minimum 55% & adequate typing skill as Eng. stenographer
6	Nature of job / Key Result Areas (KRA)	1.Letter Drafting & other work
7	Soft Skills requirement	Good Communication Skills. Able to read, write & speak (Hindi, Gujarati & English)
8	Total Minimum experience (No. of years)	Minimum 3 years
9	Reporting to	HR
10	Salary (Cost to company-CTC) p.m. (Min / Max)	Rs.15,000/- p.m
11	What is normal expected joining period?	Immediately / 15 days / One Month
12	Documents to be submitted	1. Updated C.V. 2. Experience Certificates till date 3. Qualification Certificates

07.Requirement of Environment Executive

1	Company Name	Dahej SEZ Limited
2	Post	Environmental executive
3	No. of Position	1 (On Contract basis)
4	Location of posting	Dahej
5	Age	Not more than 35 years
6	Gender	Male/Female
7	Essential Qualification & Specialization	M.sc Environment / BE Environment / B.Tech Environment minimum 55% from any recognized University Preference will be given if having experienced with GIDC/SEZ.
8	Preferred Qualification & Specialization	Specialization in Environment work
9	Nature of job / Key Result Areas (KRA)	<ol style="list-style-type: none">1. Disposal of waste products such as water and plastics, particularly high-volume industrial waste.2. Environmental compliance - ensuring minimal environmental impact from spills or emissions.3. Flood risk and drainage if required.4. Infrastructure and development.5. Management of pollution that can harm the natural environment.6. Must have Knowledge of STP & ETP/CETP process7. Must have knowledge for Quality monitoring of effluent & Air8. Knowledge of domestic waste management / green waste management9. Assessment of industries as per GPCB Norms and CPCB Norms.10.Co-Ordination with GPCB/CPCB for submission of data regarding Environment Clearance compliance.11.Co-ordinate with consultant/Co-developer for compliance of norms as per GPCB/CPCB12.Candidate should be able to handle the work independently related to Environment13.Testing sampling of water, waste water etc. taking action against units not meeting the norms in co-ordination with agency GIDC/GPCB. Monitoring, annulus analysis, comparison of result with approved norms and further follow up, communication with units, agency, competent Authority.

		<p>14. Entry analysis of samples results in DSL online portal, follow up with units regular for utility report submission etc.</p> <p>15. Preparation of noting, reply to notice, letter received from authority.</p> <p>16. Verification of work as per tender norms and payment processing thereof.</p> <p>17. All work related to compliance of EC, CRZ, CTE and CTO for Dahej SEZ and obtain EC for new Industrial Park & SEZ. Looking various Environmental matters etc.</p> <p>18. Preparation of tender, its processing implementation and monitoring.</p> <p>19. Other work as assign by DSL.</p>
10	Soft Skills requirement	<ul style="list-style-type: none"> • Good Communication Skills. • Able to read, write & speak (Hindi, Gujarati and English) • Knowledge of basic computer, Auto- CAD Internet / E- mail
11	Total Minimum experience (No. of years)	Min. 5 years
12	Reporting to	CEO
13	Salary (Cost to company-CTC) Per Month. (Min / Max. depend up on the experience and knowledge	Rs.30,000/- p.m.
14	What is normal accepted joining period?	Immediately / 15 days / One Month
15	Documents to be submitted	<ol style="list-style-type: none"> 1. Updated C.V. 2. Experience Certificates till date 3. Qualification Certificates

08. Requirement for Company Secretary (Third Party Contract)

1	Company Name	Dahej SEZ Ltd..
2	Post	Company Secretary
3	Location of posting	Gandhinagar
4	Age (min and max) in years	23 to 35 years
5	Gender	Female/ Male
6	Essential Qualification & Specialization	Company Secretary from ICSI Graduate from any recognized University with minimum 55%
7	Preferred Qualification & Specialization	Specialization in Companies Law
8	Soft Skills requirement	Good Communication Skills & Knowledge of basic computer.
9	Total Minimum experience (No. of years)	0 to 2 years
10	Salary (Cost to company-CTC) p.a.	Rs.20,000/- to 23,000/- p.m.
11	What is normal accepted joining period?	Immediately / 15 days

09. Requirement for Dy. Engineer (Civil) (Third Party Contract)

1	Company Name	Dahej SEZ Ltd..
2	Post	Dy. Engineer (Civil) (Third Party Contract)
3	Location of posting	Dahej
4	Age Max. in years	40 Years
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 Tendering / Billing work
8	Nature of job / Key Result Areas (KRA)	<ol style="list-style-type: none">1) Key responsibility is to prepare Tenders & BOQ2) Monitor different types of Infra works and Building Construction & Maintenance works carried out by DSL /GIDC3) 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 prepare Estimates & verification of bills provided by various Contractors/agency6) To ensure Quality of works7) To carry out field survey / joint measurement for plot allotted to SEZ Unit8) To prepare & provide 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 Knowledge Auto-cad will be advantage.11) Any other duty/ Work assigns by DSL time to time
9	Soft Skills requirement	Good Communication Skills. Able to read, write & speak (Hindi, Gujarati and English)
10	Total Minimum experience (No. of years)	Min. 05 years for BE (Civil) & Min. 07 years for Diploma (Civil). Candidate must have experience in the construction of Road & Building Works
11	Reporting to	Manager (Infra)
12	Salary (Cost to company-CTC) Per Month. (Min / Max. depend up on the experience and knowledge	40,000/- Per Month
13	What is normal expected joining period?	As soon as possible but not more than Month

10. Requirement for Computer Operator (Third Party Contract)

1	Company Name	Dahej SEZ Ltd.
2	Post	Computer Operator (third party Contract)
3	Location of posting	Asst. Development Commissioner, DAHEJ SEZ, Ahmedabad
4	Age (min and max) in years	25 to 35 years
5	Essential Qualification & Specialization	Graduate from any recognized University with minimum 55%
6	Nature of job / Key Result Areas (KRA)	1.Letter Drafting & other clerical work
7	Soft Skills requirement	Good Communication Skills. Able to read, write & speak (Hindi, Gujarati & English)
8	Total Minimum experience (No. of years)	Minimum 3 years
9	Reporting to	Asst. Development Commissioner, DAHEJ SEZ.
10	Salary (Cost to company-CTC) p.m. (Min / Max)	Rs.15,000/- P.M
11	What is normal expected joining period?	Immediately / 15 days / One Month
12	Documents to be submitted	1. Updated C.V. 2. Experience Certificates till date 3. Qualification Certificates