

## Terms of Reference for Security Guard (ESP)

1. **Position:** Security Guard (ESP)
2. **Report to:** Manager, Gelephu, CR
3. **No. of position:** 1
4. **Major Job Responsibilities**
  - ✓ Security Guard should reach the place of duty 5 minutes before the start of duty time.
  - ✓ Security Guard should do their duty professionally.
  - ✓ At duty place Security Guard should not indulge in their personal works.
  
  - ✓ Must be able to act promptly in any emergency situations. The Security Guard must act as per the instructions.
  - ✓ All the visitors, bags, mail, incoming materials must be checked.
  - ✓ Should not be intoxicated with alcohol/any types of drugs while on duty and non-compliance would invite severe disciplinary action.
  - ✓ Ensure that unauthorized vehicles do not enter the premises without prior permission from the concerned authority. Even if they are permitted, ensure they are not left unattended.
  - ✓ Any other tasks assigned by Supervisor in the best interest of the Company.

### Qualification/Skills:

Ex-Armed Force Personnel or Certified/Trained Security Personnel within the Age Range of 18- 45 years

### Remuneration:

Grade/Cadre	Pay Scale	Allowance
ESP	8,700-220-15,300	Corporate Allowance 20% PBVA= 15%