

Terms of Reference for Security Guard

1. **Position:** Security Guard
2. **Place of posting:** Gelephu
3. **Report to:** Manager, Gelephu, Central Region
4. **No. of position:** 1
5. **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.
 - ✓ Security Guard should not indulge in their personal works at duty place.
 - ✓ Must be able to act promptly in any emergency situations.
 - ✓ The Security Guard must act as per the instructions.
 - ✓ All the visitors, bags, mail and incoming materials must be checked.
 - ✓ Should not be intoxicated with alcohol/any type 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	8,700-220-13,100	Corporate Allowance 20% PBVA= 15%

Terms of Reference for ESP

1. Position: ESP

2. Place of posting: Chelela

3. Report to: Manager, Haa Exchange

4. No. of position: 1

5. Major Job Responsibilities:

- ✓ Keep vigilance of the Chelela Repeater Station for 24/7.
- ✓ Monitor the performance of Chelela RS station (Power, Transmission and BTS - Report any system criticality to supervisor immediately for necessary action).
- ✓ Running the DG effectively as and when weather gets worsen to keep the exchange battery charging and to maintain the system uninterrupted.
- ✓ Cleaning of equipment room, DG room, solar penal and compound on daily basis.
- ✓ Check the DG POL balance and report DG run hours to supervisor on monthly basis (maintain minimum POL balance of 200 Ltrs for smooth operation of DG power backup).
- ✓ Check the Power health on daily basis (Starting battery, exchange battery, rectifier, solar, mains & Generator- coolant level, engine oil level).
- ✓ Assist technical team for basic works as and when needed with proper safety gears at Chelela site.
- ✓ Any other tasks assigned by Supervisor in the best interest of the Company.

Qualification/Skills:

Class VI and above

Remuneration:

Grade/Cadre	Pay Scale	Allowance
ESP	8,700-220-13,100	Corporate Allowance 20% PBVA= 15%