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**Bhutan Telecom Ltd.**

**Terms of Reference**

<b>Job Title</b>	Elementary Service Personnel
<b>No. of Slots</b>	1 (One)
<b>Location</b>	Samdrupjongkhar

<b>Accountabilities/Responsibilities</b>
<ul style="list-style-type: none"><li>✓ Security Guard should reach the place of duty 5 minutes before the start of duty time.</li><li>✓ Security Guard should do their duty professionally.</li><li>✓ Security Guard should not indulge in their personal works at duty place.</li><li>✓ Must be able to act promptly in any emergency situations.</li><li>✓ The Security Guard must act as per the instructions of the immediate supervisor.</li><li>✓ All the visitors, bags, mail and incoming materials must be checked.</li><li>✓ Should not be intoxicated with alcohol/any type of drugs while on duty and non-compliance would invite severe disciplinary action.</li><li>✓ 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.</li><li>✓ Any other tasks assigned by Supervisor in the best interest of the Company.</li></ul>

<b>Qualification, Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"><li>• Certified/ Trained Security personnel within the age range of 18- 45 years.</li></ul>
<b>Remuneration:</b>	<ul style="list-style-type: none"><li>• Grade/ Cadre: ESP</li><li>• Pay Scale: 9135-230-13735</li><li>• Allowance: Corporate Allowance 20%, Fixed Allowance-60%</li></ul>
<b>Employment Type</b>	Contract

