

**Terms of Reference for Security Guard (ESP)**

**1. Position: ESP** (Security Guard)

**2. No. of position:** 1 (one)

**3. 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 of the immediate supervisor.
- 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:**

<b>Grade/Cadre</b>	<b>Pay Scale</b>	<b>Allowance</b>
ESP	8,700-220-13,100	Corporate Allowance 20%