

Terms of Reference for Security Guard

1. Position: ESP (Security Guard)

2. No. of position: 4

Thimphu (1), Yongla (1), Khasadrapchu (1), S/Jongkhar (1)

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:

Class X pass. Age (18- 45 years)

Remuneration:

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