

## 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:**

<b>Grade/Cadre</b>	<b>Pay Scale</b>	<b>Allowance</b>
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:**

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