

**Terms of Reference for Security Guard**

- 1. Position:**ESP (Security Guard)
- 2. Place of posting:** Samdrupjongkhar
- 3. No. of position:** 2 (two)
- 4. 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:**

Trained in Security Service and 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%