



བགྲིས་བརྗོད་བརྒྱུད་འབྲེལ་སྒྲེང་སྡེ་ཚང་འཛིན།།

Tashi InfoComm Private Limited

JOB DESCRIPTION

Job Title	Driver	Report to	Manager, Power & Utility Section
Department / Unit	Access Network Department	Supervises	None
Purpose of the Department / Unit: Access Network Department is responsible for the operations, maintenance, up gradation, augmentation and optimization of all Transport Network, Access System and Services.			
Brief duties and responsibilities: <ul style="list-style-type: none">- Perform duties at night, early morning, weekends and government holidays as and when assigned.- Maintain logbook with updated information on a daily basis. Maintain fuel book with updated information on a daily basis. Maintain vehicle maintenance record as and when doing maintenance.- Inform Administrative officer, Head of Department and relevant official immediately upon learning of misuse of vehicle, tyres, fuel and fund for repair and maintenance.- Avoid misuse of vehicle, tyres, fuel and fund for repair and maintenance at all times.- Avoid using vehicle without official assignment or for reasons that are not official.- Park the vehicle at the designated parking space at all times.- Be careful and vigilant while ferrying officials and things at all times.- Maintain the vehicle clean at all times.- Take good care of vehicle.- Follow road safety and traffic rules at all times.- Always be in uniform during office hours, while carrying out official work and on tour.- Ensure at all times that the vehicle is in good condition and ready for travel.- Share travel information at all times through social media app and call.			
Working conditions: <ul style="list-style-type: none">- Flexible working hours including weekends- Should be available via call at all times			
Essential Qualification / Education: Class VIII Passed			
Desired Qualification / Education: NA			
Essential Experience: 3 years of experience driving with a license			
Desired Experience: NA			
Essential Training: NA			
Desired Training: NA			



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Job related skills and abilities: <ul style="list-style-type: none">- Basic reading and writing skills- Basic knowledge of computer
Personal attributes: <ul style="list-style-type: none">- Adaptability- Willingness to learn new things and listen- Punctual- Honest- Hardworking- Active

Job Location	Trongsa	
Employment Nature	Regular	
Grade	S Step 7	
Date of joining	Will be informed via telephonic call	
Remuneration	First year of service: Pay Scale: Nu. 10,375-259-Nu.12,968 Basic salary: Nu. 10,375.00 Medical Allowance: Nu. 865.00 Provident Fund: Nu. 1,038.00 Corporate Allowance: Nu. 4,150.00 Communication Allowance: Nu. 200 Gross Salary: Nu. 16,628.00	From second year of service: Pay Scale: Basic salary: Nu. 10,634.00 Medical Allowance: Nu.886.00 Provident Fund: Nu. 1,063.00 Corporate Allowance: Nu.8,300.00 Communication Allowance: Nu.200.00 Gross Salary: Nu. 21,083.00
Other allowances and benefits	Other allowances and benefits like leave, Leave Travel Concession, leave encashment, mobile data, bonus, etc. shall be applicable as per the Service Rules and Regulations of TIPL 2008.	