



བགྲིས་བད་དོན་བརྒྱུད་འབྲེལ་སྒྲེར་སྡེ་ཚང་འཛིན།།

Tashi InfoComm Private Limited

Ref. No.: TIPL/HRAD/12/2025/

Date: March 13, 2025

TERMS OF REFERENCE

ABOUT TASHI INFOCOMM PRIVATE LIMITED

Tashi InfoComm Private Limited is the second cellular company in Bhutan, a separate entity under Tashi Group of Companies. The company was incorporated on January 23, 2007, under the Companies Act of Bhutan 2016, after it won an international bid to operate as the second cellular operator in Bhutan. Pursuant to the grant of Certificate of Re-Registration by the Office of the Registrar of Companies, Ministry of Industry, Commerce and Employment on 27th of November 2023, Tashi InfoComm Limited was re-registered as Tashi InfoComm Private Limited under the Companies Act of Bhutan, 2016.

The cellular license issued by Bhutan InfoComm and Media Authority (BICMA) mandates TashiCell to build mobile network to provide cellular services to the entire nation. The mobile network is based on GSM WCDMA/HSPA+ technologies. The company launched its GSM services on April 6, 2008, under the brand name "TashiCell", with its registered office located at Norzin Lam, Thimphu.

ABOUT THE DEPARTMENT AND SECTION

The Human Resource and Administration Department is responsible for all affairs related to human resource management, development and administrative tasks of the company. Administration Section looks after the general administrative affairs of the company.

ABOUT THE POSITION

We are looking for a reliable and experienced Driver to join our company. In this role, you will be responsible for safely transporting staff or goods to their destinations in a timely and efficient manner. Your primary focus will be on ensuring the safety of staff or goods, maintaining the vehicle in excellent condition, and providing exceptional service. This position is ideal for someone who is punctual, safety-conscious, and committed to delivering high-quality results. As a Driver, you will play a vital role in supporting our operations and maintaining our reputation for reliability and professionalism.

POSITION

Designation	Driver
Section	Administration



+975 77889977



P.O Box 1502, Samten Lam, Thimphu, Bhutan



<https://www.tashicell.com>



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Tashi InfoComm Private Limited

Department	Human Resource and Administration Department (HRAD)
Reports to	Manager, Administration Section
Supervises	None
No. of Slots	04
Work Station	Chukhha (1), Samtse(1), Thimphu(2)
Nature of Employment	Regular
Grade	Support Staff Group level 7 (S step7)
Date of Appointment	Will be informed via telephonic call

PERSON SPECIFICATION

Nationality	Bhutanese
Age	The applicant must be at least 19 years old and no older than 35 on the date of application
Essential Qualification	Class VIII passed
Desired Qualification	NA
Essential Experience	Minimum 3 years of experience with a driving license from the date of issue
Desired Experience	NA
Essential Training	NA
Desired Training	NA
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">• Willingness to learn new things and listen• Multi-tasking• Hardworking• Adaptability• Flexibility• Oriented• Punctual• Honest• Active





JOB RESPONSIBILITIES

The Job Responsibilities shall be as mentioned but not limited to the following:

- 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:

- Flexible working hours including weekends
- The employee should be contactable, available & responsive at all times on your official numbers, official email accounts and official groups.

REMUNERATION PACKAGE (MONTHLY)

Pay Scale	Nu. 10,375-259-12,968.00
Basic salary	Nu. 10,375.00
Medical Allowance	Nu. 865.00
Provident Fund	Nu. 1,038.00
Corporate Allowance	Nu. 8,300.00
Communication Allowance	Nu. 200.00
Gross Salary	Nu. 20,778.00





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Other allowances and benefits	Other allowances and benefits like gratuity, leave, Leave Travel Concession, leave encashment, bonus, insurance, staff welfare and mobile data shall be applicable as per the Service Rules and Regulations of TIPL 2008
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