



བགྲིས་བད་དོན་བརྒྱུད་འབྲེལ་སྒྲེར་སྡེ་ཚང་འཛིན། Tashi InfoComm Private Limited

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

Date: June 16, 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

Security Guard is responsible for securing the premises and personnel by staying on patrol, monitoring surveillance equipment, performing building inspections, guarding entry points, and verifying visitors.

POSITION

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|--------------------|---|
| Designation | Security Guard |
| Section | Administration |
| Department | Human Resource and Administration Department (HRAD) |
| Reports to | Manager, Administration Section |
| Supervises | None |



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<https://www.tashicell.com>



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Tashi InfoComm Private Limited

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|-----------------------------|---|
| No. of Slots | 01 |
| Work Station | Thimphu |
| Nature of Employment | Long-term Contract (5 years) and renewal based on performance and requirements of the company |
| Grade | General Support Staff Group |
| Date of Appointment | Will be informed via telephonic call |

PERSON SPECIFICATION

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|---|---|
| Nationality | Bhutanese |
| Age | The applicant must be between 19 to 56 years old on the date of application |
| Essential Qualification | NA |
| Desired Qualification | NA |
| Essential Experience | NA |
| 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 |
| Personal attributes | <ul style="list-style-type: none">• Adaptability• Hardworking• Flexibility• Punctual• Honest• Active |





JOB RESPONSIBILITIES

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

- Monitor the premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Answer calls and investigate disturbance
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Daily vigilance report form to be signed daily. Keep note of daily activities and irregularities, such as equipment or property damages, theft, presence of unauthorized persons, or unusual occurrences.
- Call Administrative Officer in case of emergency, such as fire or presence of unauthorized persons.
- Shall be ready to answer all the questions as and when asked regarding the visitors.
- Answer telephone calls to take messages, answer questions and provide information during non- business hours.
- Monitor CCTV camera daily and make rounds constantly. 9. Monitor Vehicle parking in the front and back daily and constantly.
- Monitor and check all the office premises, electricity and water on time.

Working Conditions:

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

REMUNERATION PACKAGE

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| Pay Scale & Other allowances and benefits | Pay scale, allowances and benefits shall be applicable as per the contract term and Service Rules and Regulations of TIPL 2008. |
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