



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 Samten Lam, Thimphu.

ABOUT THE DEPARTMENT AND SECTION

The Network Operations and Maintenance Department (NOMD) are responsible for continuous operation, monitoring, and maintenance of the company's mobile, internet, and transport network infrastructure.

The Internet Services Section manages ISP core and access networks, including IP backbone, peering and transit services, and internet access technologies such as ILL, FTTx/GPON, point-to-point links, and cellular access.

POSITION

Designation	Driver
Section	Internet Services
Department	Network Operations and Maintenance Department
Reports to	Manager, Internet Services Section
Supervises	None
No. of Slots	1
Work Station	Mongar, Bhutan





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Nature of Employment	Regular
Grade	S Step 7
Date of Appointment	Will be informed via telephonic call

PERSON SPECIFICATION

Nationality	Bhutanese
Age	Minimum 19 years of age and Maximum 35 years of age on the date of application
Essential Qualification	Minimum Class VIII passed out may apply
Desired Qualification	NA
Essential Experience	Minimum of 3 years experience with a driving license from the date of issue.
Desired Experience	NA
Essential Training	NA
Desired Training	NA
Essential Skills, competencies and personal attributes	<p>Job related skills and abilities:</p> <ul style="list-style-type: none">• Basic reading and writing skills• Basic knowledge of computer• Ability to perform physically demanding outdoor work• Awareness of safety practices in field and height related work <p>Personal attributes:</p> <ul style="list-style-type: none">• Punctual and reliable• Hardworking and physically fit• Self-disciplined and responsible• Honest with strong integrity• Proactive and willing to take initiative• Adaptable to work after office hours

JOB RESPONSIBILITIES

The job responsibilities shall include, but are not limited to:

- Drive and transport field technicians, tools, and materials safely to assigned work sites,



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<https://www.tashicell.com>



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including during nights, early mornings, weekends, and government holidays as required.

- Maintain daily vehicle logbook, fuel records, and vehicle maintenance records.
- Ensure the vehicle is clean, well maintained, roadworthy, and ready for use at all times.
- Follow all traffic rules, road safety regulations, and organizational driving guidelines.
- Avoid misuse of vehicles, fuel, tyres, and maintenance funds, and report any misuse
- Use the vehicle strictly for official duties and park only at designated locations.
- Be alert and cautious while transporting staff and materials.
- Wear prescribed uniform during office hours, official duties, and tours.
- Share travel and movement information through approved communication channels as required.
- Assist field technicians in GPON fiber network activities such as fiber laying, stringing, and handling tools and materials.
- Coordinate with engineers and teams and follow all field safety procedures.

Working Conditions:

- The position follows a standard workweek; however, the employee must be available on a 24/7 basis to respond to network faults and service restoration requirements.
- The employee must be contactable, available, and responsive at all times through official phone numbers, email accounts, and official communication groups.

REMUNERATION PACKAGE (MONTHLY)

Pay Scale for S Step 7	Nu. 10,375 -259-12,968
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
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

