



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) is responsible for continuous operation, monitoring, and maintenance of the company's mobile, internet, and transport network infrastructure.

The Internet Services Section manages core backbone 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

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|---------------------|---|
| Designation | Helper |
| Section | Internet Services |
| Department | Network Operations and Maintenance Department |
| Reports to | Manager, Internet Services Section |
| Supervises | None |
| No. of Slots | 8 |
| Work Station | Thimphu, Bhutan |





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Tashi InfoComm Private Limited

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| Nature of Employment | General Support Staff Group (Long Term Contract) |
| Grade | NA |
| Date of Appointment | Will be informed via telephonic call |

PERSON SPECIFICATION

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| Nationality | Bhutanese |
| Age | Minimum 18 years of age and Maximum 35 years of age on the date of application |
| Essential Qualification | NA |
| Desired Qualification | Those who can read and write will be preferred but not mandatory |
| Essential Experience | NA |
| Desired Experience | NA |
| Essential Training | NA |
| Desired Training | NA |
| Essential Skills, competencies and personal attributes | <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 DESCRIPTION

The Fiber and GPON Helper will assist on field teams in the **installation, maintenance and restoration of fiber and ILL services**. This is a physically demanding outdoor role requiring manual labours, safe handling of tools and materials and willingness to work in various field conditions including streets, homes and buildings.



+975 77889977



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



<https://www.tashicell.com>



JOB RESPONSIBILITIES

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

1. Perform heavy physical work in the field, including:
 - Digging trenches, backfilling, and preparing sites for cable installation
 - Lifting, carrying, loading, and unloading heavy fiber cables, poles, tools, and equipment
 - Pulling, stringing, and securing fiber cables along streets, poles, and buildings
 - Assisting with erection of poles, installation of ducts, and handling civil construction tasks
2. Assist technicians with equipment installation, including:
 - Carrying and mounting fiber enclosures, cabinets, and network equipment
 - Routing and managing indoor and outdoor cables and fiber lines
 - Supporting technicians in setting up devices in customer premises
3. Collect, recover, and transport equipment (ONTs, CPEs, routers, cables) from deactivated or terminated customers
4. Support preventive and corrective maintenance, such as:
 - Cleaning, re-dressing, and replacing damaged cables
 - Moving and arranging materials and tools for repair or installation jobs
5. Ensure proper handling of all tools, ladders, safety gear, and materials
6. Follow field safety procedures strictly, including use of PPE, electrical safety, and safe work at heights

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 role involves extensive fieldwork and physical labor, including walking long distances, lifting equipment, climbing poles or structures, and working in varied weather conditions.
- Occasional climbing for fault rectification and maintenance activities may be required.
- 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 | Nu. 10,625-266-10,891 |
|--------------------|-----------------------|
| Basic Salary | Nu. 10,625.00 |
| Provident Fund | Nu. 531.00 |
| Contract Allowance | Nu. 2,125.00 |





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Tashi InfoComm Private Limited

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| Communication Allowance | Nu. 200.00 |
| Gross Salary | Nu. 13,481.00 |
| Other allowances and benefits | Other allowances and benefits like gratuity, leave, bonus, insurance, staff welfare and mobile data shall be applicable as per the Service Rules and Regulations of TIPL 2008 |



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