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# Tashi InfoComm Private Limited

Ref. No.: TIPL/HRAD/12/2026

Date: March 7, 2026

## 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 27<sup>th</sup> 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

Business Operations and Customer Care Department looks after the sales and promotional activities of TashiCell's products and services. The Region Section under the BOCCD is responsible for the daily marketing and sales of the company's products and services. Through its regional offices and extension counters, the section works collaboratively to drive customer acquisition, revenue generation, and overall commercial performance. Its coordinated efforts ensure the achievement of set sales targets and organizational performance goals.

### POSITION

|                     |  |
|---------------------|--|
| <b>Designation</b>  | Driver   |
| <b>Section</b>      | Paro Region                                      |
| <b>Department</b>   | Business Operations and Customer Care Department |
| <b>Reports to</b>   | Regional Manager, Paro Region                    |
| <b>Supervises</b>   | None   |
| <b>No. of Slots</b> | 1  |
| <b>Work Station</b> | Haa, Bhutan                                      |





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**Tashi InfoComm Private Limited**

|                             |                                      |
|-----------------------------|--------------------------------------|
| <b>Nature of Employment</b> | Regular                              |
| <b>Grade</b>                | S Step 7                             |
| <b>Date of Appointment</b>  | Will be informed via telephonic call |

**PERSON SPECIFICATION**

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

**JOB RESPONSIBILITIES**

|  |
|--|
| <p><b>The job responsibilities shall include, but are not limited to the following:</b></p> <ul style="list-style-type: none"><li>• Drive and transport field technicians, tools, and materials safely to assigned work sites,</li></ul> |
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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.
- Be contactable, available and responsive at all times via your official number, official email account and official group on Telegram, and in person if and when required to attend to the needs of the company, employees, customers and external agencies.
- Execute, implement and achieve all the goals and targets as per the Annual Performance Goals with precision and within deadlines.
- Take up roles and responsibilities of other officials in their absence in the department.
- Perform any other tasks and duties as and when assigned by the Immediate Supervisor / Head of Section/Head of Department/ Managing Director/ Management.

### 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)

|                               |                        |
|-------------------------------|------------------------|
| <b>Pay Scale for S Step 7</b> | 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             |





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|--------------------------------------|--|
| <b>Gross Salary</b>                  | <b>Nu. 20,778.00</b>   |
| <b>Other allowances and benefits</b> | 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 |

