





# ཀྲུལ་ཁམས་ས་གཏོར་ལས་འཛིན་ཚོད།

## State Mining Corporation Limited



### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- Do not operate the equipment which is/are not familiar/trained and authorized.
- Read the instruction/ask staff who can read and guide whenever you are issued with/use new appliances, disinfectants and other chemicals.
- Must wear protective gears at all times.
- Immediately report any accidents, risks and hazards to supervisor and take appropriate action
- Take actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
- Monitor operations to ensure that health and safety standards are met.

### **Working Environment**

- Will have to work beyond normal hours and shall subject to pressure to meet deadline and the targets.
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Must work in all weather conditions and be prepared for both extreme heat and cold
- May at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

### **Confidentiality**

- All machineries, gadgets, systems, documents and information at the office and sites shall belong to the Company and shall be protected and not disclose to outsiders.
- Shall not share any information or documents to outsiders without the permission of the concerned official.
- Shall not bring any outsiders/strangers in the office or to the site and give access to company's facilities and properties.

### **Education and experience**

He/she must/should have:

- Class XII- 50% (English+best three subjects).
- Class X- 50% (English+best four subjects).
- Experience required – Fresh

### **Knowledge, skills and abilities**

He/she should have:

- Good knowledge in excel and other features of the MS.
- Self-discipline/ability to work independently.
- Proven ability to work under pressure.
- Ability to prioritize workload.
- Good written and oral communication skills.
- Honesty and reliability.
- Attention to detail.

### **Type of employment**

- Regular



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**Position, Grade, Salary and Other benefits**

- a. Position : Data Assistant
- b. Grade : O3
- c. Basic Pay: Nu. 16,955.00-425.00-29,705.00
- d. Allowances :
  - a. Corporate Allowance: 20% of the basic pay.
  - b. MPI : 20% of basic pay (5% to be paid at the end of the year based on performance).
  - c. PBVP : 15% of the basic pay (to be paid at the end of the year based on performance).
  - d. And any other allowances as per HR manual of the company.

**10. Documents Required**

1. SMCL application form.
2. Curriculum Vitae (CV) clearly indicating requirements referred to above.
3. Relevant Training Certificates (if any).
4. Other documents required:
  - a. Copy of Academic Transcripts and Certificates (XII & X).
  - b. Valid Security Clearance Certificate.
  - c. Medical Certificate (minimum 6 months validity).
  - d. A Copy of Citizenship Identity Card.

**Application Deadline**

The last date for submission of the application is on **3<sup>rd</sup> August, 2020**. It must be submitted through Google form URL: <https://forms.gle/uDccVyAMetRxxmqv5> during office hours.

Declaration of Confirmation:

I, \_\_\_\_\_, hereby acknowledge the receipt of the Data Assistant's job description for State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

...(legal stamp)...

(Name).....

Place: .....

CID No. ....

Date: .....

**Note: The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.**