







# ཀྲུལ་ཁམས་ས་གཏོར་ལས་འཛིན་ཚོད།

## State Mining Corporation Limited



### 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

- Bachelor in Mining Engineering (Fresh)

### Knowledge, skills and abilities

- Adaptability to corporate setting is a must.
- Strong negotiation and client management skills.
- The ability and desire to complete projects within deadlines.
- Strong oral and written communication skills.
- Highest integrity and business ethics.
- Should be familiar with a variety of the field concepts, practices, and procedures.
- A wide degree of creativity and latitude is expected to lead and direct the work of others.
- Problem solving and analytical skills.
- Required to be familiar with relevant laws and regulations.

### Type of Employee

- Regular

### Position, Grade, Salary and other benefits

- Position : Mining Engineer
- Grade : M3
- Basic Salary: Nu. 30,985.00 – 775.00 – 54,235.00
- Allowances :
  - Corporate Allowance : 20% of the basic pay
  - PBVP: 15% of the basic pay to be paid at the end of the year based on performance.
  - And any other allowances as per HR manual of the company.

### Documents Required

- SMCL application form indicating the post applied for.
- Curriculum Vitae (CV) clearly indicating requirements referred to above.



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3. Relevant training certificates (if any).
4. Referrals/recommendation letter from non-family referees as mentioned in the SMCL application form.
5. Other documents required:
  - a. Copy of Academic Transcripts and Certificates (Degree, XII & X).
  - b. Valid Security Clearance Certificate.
  - c. Medical Certificate (minimum 6 months validity).
  - d. A Copy of Citizenship Identity Card.

### Application dateline

The last date for submission of the application is on **18<sup>th</sup> August, 2020**. It must be submitted in soft copy in PDF format at Google Form URL: <https://forms.gle/V369FQGW7D3xp3fz7> during office hours.

### *Declaration of Confirmation:*

I, \_\_\_\_\_, hereby acknowledge the receipt of the Mining Engineer'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)..... CID. No. ....

Place: ..... 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.***