





# ལྷོ་ཁམས་ས་གཏོར་ལས་འཛིན་ཚད།

## State Mining Corporation Limited



- k. Review hourly and daily performance of supervisors and other support staff and EME.
- l. Resolve work problems and recommend measures to improve productivity.
- m. Train workers in job duties, safety procedures and educate on company policies.

### Management

- a. Monitoring and controlling resources and overseeing the spending of money.
- b. Developing specific goals and plans to prioritize, organize, and accomplish your work.
- c. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- d. Developing constructive and cooperative working relationships with others, and maintaining them over time.
- e. Encouraging and building mutual trust, respect, and cooperation among team members.
- f. Always cooperate and work as a team with shared goals and objectives.
- g. Support and follow corporate policy and processes at all times.
- h. Represent the company and its shareholders in a favourable manner at all times.
- i. Act with the highest level of professionalism, integrity, and ethical character at all times.
- j. Timely submission of reports and information to the Corporate Office.

### 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.

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

### Working Environment

- a. Will have to work beyond normal hours and shall subject to pressure to meet deadline and the targets.
- b. 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.



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c. Must work in all weather conditions and be prepared for both extreme heat and cold.

d. 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**

- a. 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.
- b. Shall not share any information or documents to outsiders without the permission of the concerned official.
- c. 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**

- a. Min Class X with Foreman Certificate
- b. Should be familiar with a variety of the field concepts, practices, and procedures.
- c. A wide degree of creativity and latitude is expected to lead and direct the work of others.

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

- a. This position shall require an individual who has a strong mine operations background with good planning, organizing, leadership capabilities and communication skills.
- b. Strong supervisory skills. Ability to develop effective internal and external relations.
- c. Problem solving and analytical skills.
- d. Disciplined and process oriented
- e. Knowledge of mining, crushing, and screening principles
- f. Must be familiar with relevant laws and regulations.

### **Type of employment**

Regular

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

- a. Position : Mines Foreman
- b. Grade : S3
- c. Basic Pay: Nu. 22,565.00- 565.00- 39,515.00
- 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).



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d. And any other allowances as per HR manual of the company.

The selected candidates will be placed at Tshophangma Coal Mine and Rishore Coal Mine, Samdrup Jongkhar.

### 10. Documents Required

1. SMCL application form.
2. Curriculum Vitae (CV) clearly indicating requirements referred to above.
3. Mines Foreman's Training
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.
  - e. Work experience certificate from the employer (if employed).
  - f. If currently employed, the applicant should produce the following documents if he/she gets selected:
    - No Objection Certificate from the employer.
    - Audit Clearance.

### Application Deadline

The last date for submission of the application is on **17<sup>th</sup> August 2021** before 5 PM. The candidates may apply with all the required documents in PDF to [hro.smcl@gmail.com](mailto:hro.smcl@gmail.com).

### Declaration of Confirmation:

I, \_\_\_\_\_, hereby acknowledge the receipt of the Mines Foreman'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: .....



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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.*