



ཀྲུལ་ཁམས་ས་གཏོར་ལས་འཛིན་ཚོད།
State Mining Corporation Limited



j. Timely submission of reports and information.

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.
- 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.

Qualification and experience

Class VIII passed/Ex-armed personnel

Knowledge, skills and abilities

He /she should have:

- A reasonable level of physical fitness
- The ability to use your initiative and make quick decisions, for example to deal with unexpected situations or in an emergency
- High integrity/ethics.

Corporate office: Samtse, +9755365885, P. Box #: 320, www.smcl.bt, email: smcl@smcl.bt



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Employment Type

Contract

Position, Grade, Salary and Other benefits

- a. Grade - O7
- b. Basic Pay - Nu. 11,580.00
- c. Allowances :
 - a. Contract Allowance : 20% of the Basic Pay.
 - b. MPI : 20% of Basic Pay (5% to be paid at the end of the year based on the achievement of targets).
 - 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.

The selected candidate will be stationed at Khothakpa Gypsum Mine, Pema Gatshel

10. Documents Required

1. SMCL application form (Download from www.smcl.bt)
2. Other documents required:
 - a. Academic certificates and transcripts
 - 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 **1st October 2021** before 5 PM. The candidates may apply with all the required documents in PDF to hro.smcl@gmail.com.

Declaration of Confirmation:

I, _____, hereby acknowledge the receipt of the Security Guard'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.

(Name).....

CID. No.

Place:

Date:



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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 require