



འབྲུག་ཤིང་ཁམ་ཐོན་སྐྱེད་པའི་གྲྭ་ཚང་འཛིན། Bhutan Agro Industries Limited

Factory Locations: Wangchutaba, Thimphu & Lingmethang, Mongar
Corporate Office: Post Box No.329, Thimphu, Bhutan

Bhutan Agro Industries Limited Terms of Reference (ToR) for Junior Engineer (Civil)

1. Position Details

1. Position Title	: Junior Engineer (Civil)
2. Position Level/Grade	: S2/9
3. Duty Station	: Wangchutaba Plant (with field/site visits as required)
4. Reports to	: Plant Head, Wangchutaba Plant
5. Contract Duration	: 2 years (extendable based on requirement and performance)

2. Purpose of the Position

The Junior Engineer (Civil) will be responsible for supervising, coordinating, and ensuring quality in the planning, execution, and maintenance of civil works for Bhutan Agro Industries Limited. The position aims to strengthen internal capacity for infrastructure development, improve compliance with regulatory requirements, and reduce reliance on external engineering services.

3. Key Duties and Responsibilities

A. Project Planning & Implementation

- Assist in the planning, scheduling, and execution of civil construction works including warehouse, water treatment tank, and other infrastructure projects.
- Prepare and review civil engineering drawings, plans, and specifications in line with project requirements and Bhutan Schedule of Rates (BSR).
- Ensure that construction activities are carried out as per approved designs, drawings, and standards.
- Coordinate with contractors, suppliers, and consultants to ensure timely completion of works.

B. Supervision & Quality Control

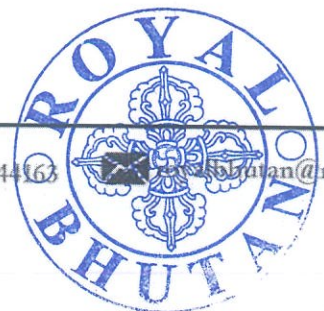
- Conduct regular site supervision to monitor quality, progress, and compliance with technical specifications.
- Maintain site measurement books, work registers, and relevant records.
- Verify contractor bills, quantities, and rates in accordance with BSR and contractual terms.
- Identify and resolve on-site technical issues promptly.

C. Compliance & Regulatory Support

- Prepare and certify drawings for submission to relevant authorities (e.g., Thimphu Thromde) as per statutory requirements.
- Ensure compliance with safety, environmental, and legal regulations during project execution.

D. Maintenance & Repairs

- Plan and oversee regular maintenance and repair work of existing infrastructure, including drainage systems, access roads, parking areas, and civil structures within the company premises.
- Maintain records of repairs, renovations, and modifications.





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E. Reporting & Documentation

- Prepare daily, weekly, and monthly progress reports for management.
- Maintain project files, technical records, and as-built drawings
- Assist in preparing budget estimates and material requisitions for civil works.

F. General Day-to-Day Civil Engineering Support

- Provide technical advice to management on civil works and infrastructure matters.
- Assist in procurement processes for civil works, including preparing specifications and bid evaluations.
- Conduct regular inspections of company premises to identify civil maintenance needs.
- Liaise with other engineering disciplines (electrical/mechanical) for integrated project execution.
- Undertake any other tasks related to civil engineering as assigned by the management.

4. Minimum Qualification & Experience

- Diploma in Civil Engineering from a recognized institute.
- Minimum of 2 years' relevant work experience preferred (fresh graduates may be considered).
- Proficiency in civil engineering software such as AutoCAD and MS Office.
- Sound knowledge of BSR and relevant construction codes and standards.
- Strong interpersonal, communication, and organizational skills.

5. Competencies Required

- Strong technical knowledge of civil construction and maintenance.
- Ability to interpret and prepare technical drawings and specifications.
- Attention to detail and commitment to quality standards.
- Ability to work independently and as part of a team.
- Problem-solving and decision-making skills.

6. Expected Deliverables

- Timely and accurate preparation of drawings, measurements, and bills.
- Regular site supervision and quality assurance reports.
- Compliance with regulatory requirements and safety standards.
- Cost-effective and timely completion of assigned civil works.

7. Remuneration and Benefits

A. Monthly Salary & Allowances:

• Basic Pay	: Nu. 18,955/- (18,955-475-28,455)
• Fixed Allowance (65%)	: Nu. 12,320.75
• House Rent Allowance (20%)	: Nu. 3,791/-
• Contract Allowance (40%)	: Nu. 7,582/-
• Communication Allowance	: Nu. 1,000/-
• Provident Fund (15%)	: Nu. 2,015.20
Monthly Total	: Nu. 45,663.95



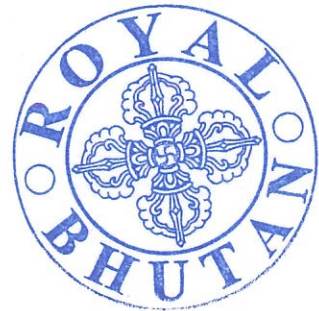


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B. Annual Benefits:

- Leave Travel Concession (LTC) : Nu. 18,955/-
- Leave Encashment : Nu. 18,955/-
- Bonus 2 months salary : Nu. 37,910/- (based on performance)
- PBVP (Performance Based Variable Pay)10% : Nu. 22,746/- (based on performance)
- Annual Total Benefits** : Nu. 98,566/-



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Bhutan Agro Industries Limited Terms of Reference (ToR) Technician – I

1. Position Details

- Position Title : Technician-I
- Level/Grade : O2/Gr-XII
- Duty Station : Lingmethang Plant
- Reports to : Maintenance Head
- Employment Type : Regular

2. Job Purpose

To ensure smooth and uninterrupted operation of production machinery by carrying out preventive maintenance, timely repairs, and supporting installation and calibration of equipment used in producing mineral water, hot-fill juices, warm-fill juices, pickles, and jams.

3. Key Responsibilities

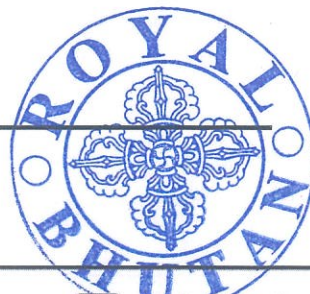
- Perform preventive and corrective maintenance of mechanical and electrical systems, including blowing, filling, pressurizing, shrink-wrapping, cooling, and conveyor equipment.
- Troubleshoot faults, replace defective parts, and minimize downtime.
- Prepare and execute preventive maintenance plans; maintain plant and machinery logbooks.
- Coordinate daily work schedules, repair activities, and maintenance with production teams to avoid disruptions.
- Submit advance requisitions for spare parts and manage inventory control.
- Monitor plant and machinery safety compliance and report any hazards.
- Assist in installation, calibration, testing, and adoption of new technology/machinery.
- Maintain detailed breakdown records and maintenance logs.
- Provide technical guidance and training support to operators.
- Innovate and recommend improvements in plant, machinery, and processes.
- Undertake any other responsibilities assigned from time to time.

4. Qualifications & Experience

- Class XII passed with Certificate in Mechanical NC2/NC3
- Hands-on skills in mechanical and basic electrical repairs.
- Knowledge of preventive maintenance techniques and safety protocols.

5. Skills & Competencies

- Strong troubleshooting skills and attention to detail.
- Ability to work under pressure and in a team.
- Familiarity with technical manuals and engineering drawings.





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6. Remuneration & Benefits:

- Basic Pay : 14,550/- (Pay Scale: 14,550- 360-21,650).
- Fixed Allowance 65% : 9457.5/-
- HRA : 3500/-
- LTC : 14,550/- annually
- Encashment : 14,550/- annually
- Bonus (2 months' salary) : based on performance
- PBVP-10% : based on performance



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Bhutan Agro Industries Limited Terms of Reference (ToR) Operator V

1. Position Details

- Position Title : Operator V
- Level/Grade : O7/Gr-XVII
- Duty Station : Lingmethang Plant
- Reports to : Production Supervisor
- Employment Type : Regular

2. Job Purpose

The Operator will be responsible for the operation, monitoring, and basic maintenance of assigned processing line machinery in the factory, ensuring production targets are achieved while maintaining quality, safety, and hygiene standards in line with company policies and industry best practices

3. Key Responsibilities

- Operate and monitor delegated processing line machinery as per company guidelines.
- Carry out daily maintenance and cleaning of assigned machines following SOPs.
- React promptly to alarms or malfunctions and inform the Production Supervisor immediately.
- Load raw ingredients and packaging materials into machines, ensuring correct measurements according to company recipes and QC instructions.
- Comprehend and follow written instructions and recipes provided by QC for each batch.
- Verify finished products meet company quality standards, including OPRs and CCPs, and maintain verification checklists.
- Use appropriate PPE at all times during operations.
- Practice GMP/GHP in the work area, including CIP and COP cleaning schedules, and ensure proper disposal of waste in designated areas.
- Demonstrate teamwork and provide work instructions to subordinates when required.
- Maintain a production logbook and submit machine breakdown reports as necessary.
- Manage and control assigned workers to ensure smooth workflow.
- Achieve the daily production target assigned by the supervisor.
- Perform any other tasks delegated by the immediate supervisor from time to time.

4. Qualifications & Experience

- Academic Qualification: Class X passed.
- Physical fitness to operate factory machinery.
- Basic knowledge of mechanical operation and safety standards will be an added advantage.
- Willingness to work in shifts and under pressure to meet production targets.



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5. Skills & Competencies

- Good understanding of factory hygiene and safety practices.
- Ability to work independently and in a team.
- Strong attention to detail in maintaining product quality.
- Willingness to learn and adapt to new machinery and processes.

6. Remuneration & Benefits:

- | | |
|----------------------------|--|
| • Basic Pay | : 10,180/- (Pay Scale: 10180- 225-15,280). |
| • Fixed Allowance 65% | : 6,617/- |
| • HRA | : 3500/- |
| • LTC | : 10,180/- annually |
| • Encashment | : 10,180/- annually |
| • Bonus (2 months' salary) | : based on performance |
| • PBVP-10% | : based on performance |



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Bhutan Agro Industries Limited Terms of Reference (ToR) Security Guard

1. Position Details

- **Position Title** : Security Guard
- **Level/Grade** : GSP-II
- **Duty Station** : Head Office & Wangchutaba Plant
- **Reports to** : Manager (HR & Admin)
- **Contract Duration** : 2 years (Extendable based on requirement & Performance)

2. Job Purpose

The Security Guard is responsible for safeguarding the company's employees, visitors, assets, and property by maintaining a secure and safe environment. The role involves controlling access to company premises, monitoring activities, preventing security breaches, and responding effectively to incidents to ensure the smooth and safe operation of Bhutan Agro Industries Limited.

3. Key Responsibilities

A. Site Security and Safety

- Ensure the safety and security of company staff, assets, materials, and property within the premises.
- Frisk all staff upon entry and exit at the main gate in compliance with company security procedures.
- Monitor and control the movement of visitors, vehicles, materials, and goods entering or leaving the main gate, ensuring proper documentation.
- Conduct frequent patrolling during night shifts and submit a written report to the Manager (Admin & HR).
- Respond promptly to any security alarms, suspicious activities, or emergencies and take appropriate action.

B. Access Control and Surveillance

- Maintain an entry/exit logbook for visitors, contractors, and delivery vehicles.
- Verify visitor identity, issue visitor passes, and ensure they are escorted as required.
- Operate and monitor CCTV surveillance systems (if applicable) and report any unusual activity.

C. Incident Reporting and Documentation

- Report all security incidents, safety hazards, or breaches immediately to the Manager (Admin & HR).
- Maintain accurate and up-to-date records of incidents, inspections, and security rounds.

D. General Duties

- Assist in fire safety procedures and evacuation drills when required.





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- Support enforcement of company policies regarding safety, hygiene, and discipline at the gate and other key locations.
- Maintain personal discipline, neat appearance, and professional conduct while on duty.
- Cooperate with law enforcement agencies in case of investigations or emergencies.
- Perform other related duties as assigned by the Manager (Admin & HR).

4. Qualifications & Experience

- Minimum academic qualification: Class VIII passed
- Age: between 18-40 Years
- Preferably military-trained personnel
- Physically fit and medically sound for security duties
- Basic knowledge of security protocols and emergency response.

5. Skill and Competency

- Good observation and alertness skills
- Ability to remain calm and act quickly in emergencies
- Basic communication and interpersonal skills
- Honesty, reliability, and integrity in handling duties
- Capability to follow instructions and company security procedures
- Physical stamina for patrolling and standing long hours
- Basic record-keeping and reporting ability

6. Working Condition

- The security guard will work on shift duty, including nights, weekends, and public holidays, as per the duty roster.
- Required to remain vigilant and alert throughout the shift.
- May be required to work outdoors in varying weather conditions.

7. Remuneration & Benefits:

- Basic Pay : 10,180/- (Pay Scale: 10,180-225-15,280).
- Fixed Allowance 65% : 6,617/-
- HRA : 3500/-
- LTC : 10,180/- annually
- Encashment : 10,180/- annually
- Bonus (2 months' salary) : based on performance

