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Factory Locations: Wangchutaba, Thimphu & Lingmethang, Mongar

Corporate Office: Post Box No.329, Thimphu, Bhutan

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

1. Position Details

- **Position Title** : Technician-I
- **Level/Grade** : O2/Gr-XII
- **Duty Station** : Wangchutaba Plant and 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 / X passed with Certificate in Automobile/Electrical 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.





Corporate Office: Post Box No.329, Thimphu, Bhutan

- Basic Pay : 14,450/- (Pay Scale: 14,450- 360-21,650).
- Fixed Allowance 65% : 9,392.5/-
- HRA : 3500/-
- LTC : 14,550/- annually
- Encashment : 14,550/- annually
- PF : 15%
- Bonus (2 months' salary) : based on performance
- PBVP-10% : based on performance

- Bhutan Agro Job Application Form
- Curriculum Vitae (CV)
- Copy of CID
- Valid Medical Certificate
- Valid Police Clearance Certificate
- Class X/XII Mark Sheet and Pass Certificate
- NC2/NC3 Mark Sheet and Pass Certificate
- No Objection Certificate (NOC), if currently employed
- Other relevant certificates, if any