

Term of Reference

Position: Store Helper

1. Job responsibility

The Store helper shall assist to load and unload goods, proper stacking, storage of goods and other assignments with the following job responsibilities,

- a) Loading, un-loading and stacking of goods.
- b) Proper handling of goods at various location and be responsible for breakages, loss during handling.
- c) Arranging and stacking of goods in Store and shops
- d) Maintain cleanliness of the store and its surroundings.
- e) Convey goods to the shops and assist in displaying goods.
- f) Other errand as may be assigned from time to time.

2. Qualification, experience and age

- a) Class X passed with an aggregate of not less than 55% in four best subjects including Dzongkha and English.
- b) Should not be more than 28 years of age as on the last date of application.

3. Personal specifications & Attributes

- a) High level of integrity, sincerity, carefulness and punctuality.
- b) Should be physically fit without any adverse medical conditions.
- c) Should not have a history of alcoholism and/or substance abuse.
- d) Should be in a position to carry out physical works.
- e) Not terminated/compulsory retired from service by any previous
- f) employers on any ground.
- g) Should be able to work under pressure and at odd hours with flexible working hours.
- h) Capable of multitasking.

4. Other requirements

- a) BDFL application form indicating clearly the post applied for
- b) 2 referrals/recommendation letters from non-family related referees
- c) Copies of
 - i. Class X & VIII academic certificates & transcript (marksheets).
 - ii. Valid Security Clearance Certificate (online)
 - iii. Valid Medical Fitness Certificate
 - iv. Citizenship Identity Card (CID), and
 - v. No objection certificate from the employer, if employed.
 - vi. Any other documents

5. Employment Type: Regular

6. Salary & Other benefits

- a) BDFL Grade: 17
- b) Pay scale: 10,685-265-15,985
- c) Monthly Lumpsum Pay (MLP): Nu. 7,740
- d) House Rent Allowance (HRA): 20% of the basic pay
- e) PBVI
- f) Other benefits and allowances as per BDFL Service Ru

