

Terms of Reference for Security Guard (ESP)

1. **Position:** ESP (Security Guard)

2. **No. of position:** 1 (One)

3. **Major Job Responsibilities:**

- ✓ Security Guard should reach the place of duty 5 minutes before the start of duty time.
- ✓ Security Guard should do their duty professionally.
- ✓ Security Guard should not indulge in their personal works at duty place.
- ✓ Must be able to act promptly in any emergency situations.
- ✓ The Security Guard must act as per the instructions of the immediate supervisor.
- ✓ All the visitors, bags, mail and incoming materials must be checked.
- ✓ Should not be intoxicated with alcohol/any type of drugs while on duty and non-compliance would invite severe disciplinary action.
- ✓ Ensure that unauthorized vehicles do not enter the premises without prior permission from the concerned authority. Even if they are permitted, ensure they are not left unattended.
- ✓ Any other tasks assigned by Supervisor in the best interest of the Company.

Qualification/Skills:

Ex-Armed Force Personnel or Certified/Trained Security Personnel within the age range of 18- 45 years.

Remuneration:

Grade/Cadre	Pay Scale	Allowance
ESP	9,135-230-13,735	<ul style="list-style-type: none">• Corporate Allowance 20%• Fixed Allowance 60%