



འཛིགས་མེད་དབང་ཕྱག་སྒྲིག་མེ་སྟོང་བརྟན་སྤེལ་ཁང་།
ལས་མེ་འཆར་གཞི་དང་རིག་ཆུལ་གོང་འཕེལ་ལས་ཁུངས།

Jigme Wangchuck Power Training Institute

Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling: Sarpang



Terms of Reference (ToR) for Security Guard:

The Security Guard shall be responsible for ensuring the safety and security of the institute's premises, staff, trainees, and property. The duties include the following:

1. **Premises Security:** Guard and monitor the institute premises to prevent unauthorized entry, theft, or damage to property.
2. **Access Control:** Check and regulate entry and exit of visitors, vehicles, and materials at the gate.
3. **Patrolling:** Conduct regular patrols around the campus, buildings, and surrounding areas.
4. **Incident Reporting:** Report any suspicious activities, security breaches, or emergencies to the administration immediately.
5. **Visitor Management:** Maintain a proper record of visitors entering and leaving the premises.
6. **Emergency Response:** Assist in handling emergencies such as fire, accidents, or other safety issues.
7. **Equipment Monitoring:** Monitor CCTV cameras, security lights, and other security equipment where applicable.
8. **Additional Duties:** Perform any other security-related duties assigned by the administration

(Karma Dorji)
Training Director
JWPTI