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DUNGSAM POLYMERS LIMITED

NGANGLAM: BHUTAN

Terms of Reference (ToR) for Assistant Operator

1. Job Description

- 1.1 Position Title: Assistant Operator
- 1.2 Employment Type: Regular
- 1.3 Date of Joining:
- 1.4 Division/section: Production Section, Technical Services Division (TSD)
- 1.5 Company: Dungsam Polymers Limited
- 1.6 Reports to: Shift In-Charges
- 1.7 Supervises: None

2. Remuneration, Grade and Allowance

- 2.1 Salary : 10050
- 2.2 Grade : GSC2
- 2.3 Corporate Allowance: 10% of basic pay
- 2.4 Fixed Allowance: 60% of Minimum basic.

3. Qualification and Experience

- 3.1 Class VI above and Class X (Not Passed)
- 3.2 Experience in related field

4. Position Objective:

- 4.1 Set up, operate, or tend machines that knit, loop, weave, or draw in textiles.

5. Responsibilities

- 5.1 Remove defects in fabric/bobbin by cutting and pulling out filling.
- 5.2 Inspect products to ensure that specifications are met and to determine if machines need adjustment.
- 5.3 Observe woven fabric to detect weaving defects.
- 5.4 Thread yarn, thread, and fabric through guides, needles, and rollers of machines for weaving, knitting, or other processing.
- 5.5 Examine looms to determine causes of loom stoppage, such as warp filling, harness breaks, or mechanical defects.
- 5.6 Notify supervisors or repair staff of mechanical malfunctions.
- 5.7 Start machines, monitor operations, and make adjustments as needed.
- 5.8 Inspect machinery to determine whether repairs are needed.
- 5.9 Record information about work completed and machine settings.
- 5.10 To operate the machines and deliver the optimum production with minimum wastage
- 5.11 To maintain and clean the machines from time to time

CORPORATE OFFICE: DUNGSAM POLYMERS LIMITED

Changkari, Norbugang, Nganglam, Pemagatshel; Bhutan

Tel: (975)-07-481260 / 481241; Fax: (975)-07-481242

Email: information.dpl@dpl.bt; Website: www.dpl.bt



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- 5.12 To keep the working area clean and tidy
 - 5.13 Carrying of bobbins and place properly in neat area
 - 5.14 Timely checking of cross tape and maintain it
 - 5.15 Lubricating the moving rollers in time
 - 5.16 Maintain the safety regulatory of the company
 - 5.17 Any other job assigned by the management.

6. Knowledge

- 6.1 Production and Processing – Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- 6.2 Mechanical – Basic knowledge on how to undertake minor repairs. Watching needles and bulbs or other indicators to make sure that machine is working properly.
- 6.3 Operation and Control – controlling operations of equipment or systems.
- 6.4 Occupational Health & Safety: Should have a basic understanding of health and safety so that they aren't injured, killed or made ill by work, and so that they can comply with their organization's health and safety policy.

7. Competency

- 7.1 Arm-Hand Steadiness – the ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- 7.2 Control Precision – the ability to quickly and repeatedly adjust the controls of a machine to exact positions.
- 7.3 Finger Dexterity – The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- 7.4 Manual Dexterity – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- 7.5 Near Vision – The ability to see details at close range (within a few feet of the observer).
- 7.6 Trunk Strength – The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

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- 7.7 Problem Sensitivity – the ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
 - 7.8 Dependability – Job requires being reliable, responsible, and dependable, and fulfilling obligations.
 - 7.9 Initiative – Job requires a willingness to take on responsibilities and challenges.
 - 7.10 Self Control – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
 - 7.11 Adaptability/Flexibility – Job requires being open to change and to considerable variety in the workplace.
 - 7.12 Attention to Detail – Job requires being careful about detail and thorough in completing work tasks.
 - 7.13 Integrity – Job requires being honest and ethical.
 - 7.14 Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
 - 7.15 Quality of Work-Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.
 - 7.16 Health & Safety -Regularly wears protective gears to avoid accident at work place.

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