

## Terms of Reference for Shift In-Charge

Job Title	Shift in-Charge
Qualification	Class XII
Skills	<ul style="list-style-type: none"><li>• High acceptance to work beyond the normal working hours/ days.</li><li>• High analytical and numerical ability. Basic computer skills (word, excel, presentation, etc).</li><li>• High integrity/ ethics and strong ability to deliver reports/ tasks on time.</li><li>• Strong interpersonal and team coordination skills/ people management skills.</li></ul>
Grade and Remunerations	<ul style="list-style-type: none"><li>• Grade XIII</li><li>• Basic Pay for Grade XIII – Nu. 17,805.00 per Month</li><li>• Corporate Allowance - 20% on Basic Pay</li><li>• Fixed Allowance - 30% on Initial Basic Pay Scale</li><li>• PVBA/Bonus as per PMS</li><li>• Other perks and benefits will be as per the Service Rule of the Company</li><li>• Preference shall be given to those with experience in the relevant field and remuneration shall be fixed accordingly.</li></ul>
Type of employment	Regular
Report to	Head, Quality & Control Division
Work Station	PCAL Plant, Gomtu

Role and Responsibilities	<ul style="list-style-type: none"><li>• Proportioning of raw materials and respective hopper fillings.</li><li>• Disseminate the test result data to Lead, Head(QCD) and advice Controllers at CCR and Cement Mills.</li><li>• Inspection of mill chambers for assessment of liners, grinding media &amp; diaphragm plates along with AEEU and PPD personnel.</li><li>• Supervise the blending of raw meals and discharging of raw meals in the storage silos.</li><li>• Supervision of samples drawn for various tests and their storages.</li><li>• Supervision of preparation of samples for various tests.</li><li>• Cross checking of tests conducted by testers whenever required.</li><li>• Monitor the quality of clinker produced at the site from time to time.</li><li>• Coordinate with the operator of Stacker Re-claimer and EOT crane operator for hoppers filling.</li><li>• Check and record the silo measurement carried out by the Droppers. Cross check whenever in doubt.</li><li>• Ensure all testing instruments in the shift laboratory are in working condition and are calibrated.</li><li>• Ensure the availability of chemicals, reagents and consumables in the shift laboratory.</li><li>• Management of manpower during the shift.</li></ul>
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