

Terms of Reference for Field Assistant

1. **Position:** Field Assistant
2. **Report to:** Manager, Mongar
3. **No. of position:**1
4. **Placement:** Mongar
5. **Major Responsibilities:**
 - Responsible for carrying out timely expansion and upgrade of the last mile outside plant networks
 - Ensure periodic, preventive and corrective maintenance of Customer Access Network including leased lines to reduce cable faults and improve quality of service and meet the target set for OSP fault ratio specified by the management
 - Prompt provisioning of new telephone connections, DSL Broadband, IPVPN, Internet Lease Lines on the copper and Fiber medium.
 - Carry out local network expansion as per specified quality and standard to meet customer demand within the network Infrastructure.
 - Carry out realignment/relocation and shifting of OSP infrastructure as and when required due to development and construction activities within the Network Infrastructure.
 - Carry out prompt rectification of line faults as per the Standard Operating Procedure.

5. Education:

- VTI/TTI Graduate (National Certificate in Electrical/Electronics/IT)
- Minimum 55% in X & XII

6. Remuneration:

Grade/Cadre	Pay Scale	Allowance
C1	18,650 – 465– 32,600	Corporate Allowance 20% PBVA= 15%