**Terms of Reference – Caretaker**

1. Ensure security of NSB office premises at all times.
2. Will ensure that offices are properly locked and lights/heaters are switched off in all the rooms at the end of the day.
3. Will multitask for other ESP/GSP functions, and provide logistic support when needed.

Prohibitions (during duty hours)

1. Consumption of alcohol and other intoxicants
2. Deserting the post
3. To delegate guarding to someone else without appropriate permission

Eligibility criteria, enumerations and contract period (as per BCSR 2018):

1. Age : More than 18 years and less than 50 years
2. Remuneration: national minimum wage rate (7000/- per month)
3. Initial contract period: 3 years