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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.



RICB

"Your partner for growth and security"

No. RICB/CO/HRD(03)/2022/2268

April 29, 2022

Vacancy Announcement

The Royal Insurance Corporation of Bhutan Limited is pleased to announce the following additional vacancy:

Sl. No	Designation	Slots	Entry Grade	Starting Salary	Minimum Qualification and Experience required	Minimum Academic Criteria	Employment Type
1	Deputy Manager	2	6	24,825/- plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Full time Bachelor's Degree from a university recognized by the RGOB. Five years of work experience with three years of direct work experience in credit. (Distance learning shall not be accepted)	Class X: 65% (Eng. plus four best subjects) Class XII: 65% (Eng. plus three best subjects) Degree: 65%	Regular



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All eligible candidates may apply to the Human Resource Division, Corporate Office, RICB, Thimphu on or before 13th of May, 2022 along with copies of the following documents:

- i. RICB Job Application Form (Available on our website).
- ii. One number of recent passport-size photograph.
- iii. Detailed Resume.
- iv. Academic Mark sheet (Degree, Class XII, Class X) and copy of course completion certificate.
- v. School Leaving Certificate and Character Certificate.
- vi. Valid Citizenship Identity Card.
- vii. Medical Fitness Certificate issued by a competent Medical Doctor (issued within 6 months).
- viii. Valid Security Clearance Certificate (online screenshot).
- ix. Experience Certificate.
- x. No Objection Certificate from parent agency if employed.
- xi. RAA audit clearance if currently employed or previously employed.

NB: Applications with incomplete documents will not be accepted. Only shortlisted candidates will be notified for the written exam and selection interview through phone call/email/website. For further information please contact the Human Resource Division, RICB, Thimphu at 02-321161/ 323487, extension no. 784/785/721 during office hours.

Management