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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

No. RICB/CO/HRD (03)/2022/2018

April 25, 2022

Vacancy Announcement

The Royal Insurance Corporation of Bhutan Limited is pleased to announce the following vacancies.

Sl. No	Designation	Slots	Entry Grade	Starting Salary	Minimum Qualification and Experience required	Minimum Academic Criteria	Employment Type
1	Assistant Manager (Legal Officer)	2	7	Nu.22,025 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Bachelor's Degree in law (L.L.B) from a university recognized by the RGOB with Post Graduate Diploma in National Laws (PGDNL) and a Certificate from the Bar Council of Bhutan. (Distance learning shall not be accepted)	Class X: 65% (Eng. plus four best subjects) Class XII: 65% (Eng. plus three best subjects) Degree (L.L.B): 65%	Regular

Corporate Office, Thimphu, Post Box No 315 EPABX: +975 02 321161/323487

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2	Assistant Manager (Engineering)	2	7	Nu.22,025 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Bachelor's in Civil Engineering from a university recognized by the RGOB. (Distance learning shall not be accepted)	Class X: 65% (Eng. plus four best subjects)	Regular
						Class XII: 65% (Eng. plus three best subjects)	
						Degree: 65%	
3	Assistant Manager (Network and Infra Management)	1	7	Nu.22,025 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Bachelors in Computer Science/ Bachelors in Computer Application/ Bachelors in Information Technology from a university recognized by the RGOB. (Distance learning shall not be accepted)	Class X: 65% (Eng. plus four best subjects)	Regular
						Class XII: 65% (Eng. plus three best subjects)	
						Degree: 65%) Minimum 5 years of relevant work experience with network qualifications like CCNA	

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4	Development Officer (Actuarial)	1	8	Nu.18,013 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Bachelors in Science (Actuarial Science) from a university recognized by the RGOB. (Distance learning shall not be accepted)	Class X: 65% (Eng. plus four best subjects)	Regular
						Class XII: 65% (Eng. plus three best subjects)	
						Degree: 65%	
5	Development Officer (Accountant)	3	8	Nu.18,013 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Bachelor's Degree in Commerce (Accounting) from a university recognized by the RGOB. (Distance learning shall not be accepted)	Class X: 65% (Eng. plus four best subjects)	Regular
						Class XII: 65% (Eng. plus three best subjects)	
						Degree: 65%	

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6	Development Officer (General)	7	8	Nu.18,013 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Bachelor's Degree from a university recognized by the RGOB. (Distance learning shall not be accepted)	Class X: 65% (Eng. plus four best subjects)	Regular
						Class XII: 65% (Eng. plus three best subjects)	
						Degree: 65%	
7	Development Officer (Application Developer)	1	8	Nu.18,013 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Bachelors in Computer Science, Bachelors in Computer Application, Bachelors in Information Technology from a university recognized by the RGOB. (Distance learning shall not be accepted)	Class X: 65% (Eng. plus four best subjects)	Regular
						Class XII: 65% (Eng. plus three best subjects)	
						Degree: 65%	

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8	Assistant Development Officer (Engineering)	3	9	Nu.16,425 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Diploma in Mechanical Engineering. (Distance learning shall not be accepted)	Class X: 65% (Eng. plus four best subjects)	Regular
						Class XII: 65% (Eng. plus three best subjects)	
						Diploma: 65%	
9	Assistant Development Officer (IT)	1	9	Nu.16,425 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Diploma in Server and Hardware Administration/ Diploma in Computer Hardware and Networking. (Distance learning shall not be accepted)	Class X: 65% (Eng. plus four best subjects)	Regular
						Class XII: 65% (Eng. plus three best subjects)	
						Diploma: 65%	

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10	Assistant Development Officer (General)	4	9	Nu.16,425 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Diploma in Financial Management. (Distance learning shall not be accepted)	Class X: 65% (Eng. plus four best subjects)	Regular
						Class XII: 65% (Eng. plus three best subjects)	
						Diploma: 65%	
11	Assistant Development Officer (Legal Assistant)	1	9	Nu.16,425 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Diploma in National Law. (Distance learning shall not be accepted)	Class X: 65% (Eng. plus four best subjects)	Regular
						Class XII: 65% (Eng. plus three best subjects)	
						Diploma: 65%	

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12	Senior Assistant-II	8	11	Nu.13,631 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Class XII (Completed in 2020 and 2021). (Distance learning shall not be accepted)	Class X: 65% (Eng. plus four best subjects)	Regular
						Class XII: 65% (Eng. plus three best subjects)	

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.

If there is an additional human resource requirement within six months from the date of the announcement of the final selection result, RICB may opt to recruit from the final selection result list in the order of merit ranking.

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All eligible candidates may apply to the Human Resource Division, Corporate Office, RICB, Thimphu on or before 9th 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, Diploma, Class XII, Class X) and copy of course completion certificate.
- v. Certificate of Post Graduate Diploma in National Law. (Applicable for candidates applying for the post of Legal Officers)
- vi. Certificate from the Bar Council of Bhutan. (Applicable for candidates applying for the post of Legal Officers)
- vii. School Leaving Certificate and Character Certificate
- viii. Valid Citizenship Identity Card
- ix. Medical Fitness Certificate issued by a competent Medical Doctor (issued within 6 months).
- x. Valid Security Clearance Certificate (online screenshot).
- xi. Experience Certificate. (Applicable for candidates applying for the post of Network and Infra Management)
- xii. No Objection Certificate from parent agency if employed
- xiii. RAA audit clearance if currently employed or previously employed

Management

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