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**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

**RICB JOB APPLICATION FORM**

Please Attach  
Recent Photo

**1. Personal Information:**

i) Full Name: .....

ii) Gender: M  F

iii) Village: ..... Gewog: .....

Dzongkhag: .....

iv) Date of Birth: Day  Month  Year

v) CID No: .....

vi) Post applied for: .....

vii) Contact No: .....

Email id: .....

viii) Social Media User ID (e.g.facebook/twitter/instagram/linkedin/etc.)

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**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

**2. Academic Qualification** (Please start with the last institute attended):

Name of the Institute	Qualification	Subjects	Year of Completion	Marks obtained (Aggregate)

**3. Trainings Attended** (If any)

Name of the Institute	Country	Field of study	Duration	Completion

**4. Employment History** (Please strike off if not applicable):

Organization	Position Held	Period		Appt. status	Place Served	Reason for change
		From	To			
<b>Present Employment</b> (Please strike off if not applicable)						
<b>Past Employment</b> (please strike off if not applicable)						



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**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

**5. Kindly attach the following documents:**

<b>Sl. No</b>	<b>Checklist</b>	<b>Tick</b>
1	RICB Job Application Form	
2	One number of recent passport size photograph	
3	Detailed Resume	
4	Copy of all Academic Mark sheet (Degree, Class XII & X) and course completion certificates	
5	Copy of School Leaving Certificates & Character Certificates	
6	Certificate of Post Graduate Diploma in National Law. (Applicable for candidates applying for the post of Legal Officers)	
7	Certificate from the Bar Council of Bhutan. (Applicable for candidates applying for the post of Legal Officers)	
8	Experience Certificate. (Applicable for candidates applying for the post of (Network and Infra Management)	
9	Copy of valid Citizenship Identity Card	
10	Security Clearance Certificate (online screenshot)	
11	Copy of Medical Fitness Certificate	
12	No Objection Certificate from Employer, if presently employed	
13	Copy of RAA audit clearance (for the in-service or previously employed applicants only)	

Please note that your application form and copies of relevant documents once submitted shall not be returned.



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**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

**DECLARATION:** I hereby declare that the information given herein is true and complete to the best of my knowledge. In the event of any detection of false or misleading information, I understand that the employer shall withdraw/terminate my application or service or take any legal action. I also undertake to abide by all Rules and Regulations of the Corporation.

I hereby also confirm that I have neither been convicted in any court of law nor terminated by any of my previous organizations.

Legal  
Stamp

Date: .....

Signature of the Applicant

**For office use only**

Application received on .....



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**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

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

**eMail: [contactus@ricb.bt](mailto:contactus@ricb.bt) Visit us @ [www.ricb.bt](http://www.ricb.bt) Call us @ 1818**