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**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

No. RICB/CO/HRD (03)/2022/8583

August 31, 2022

**Vacancy Announcement**

The Royal Insurance Corporation of Bhutan Limited is pleased to announce the vacancy for Legal Officer:

Designation	Assistant Manager
Entry Grade	7
Role	Legal Officer
Slots	5
Employment type	Regular
Starting salary (Nu.)	Nu.22,025.00 with 45% Corporate Allowance and other benefits as per rules and regulations of the company
Academic Marks	Pass certificate in Bachelor Degree in law (LLB), Class XII and Class X
Minimum Qualifications required	Bachelor Degree in law (LLB) from university recognized by the RGOB with Post Graduate Diploma in National Laws (PGDNL) and a Pass Certificate from the Bar Council of Bhutan.

**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. 784/785/712 during office hours.

**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**



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**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

All eligible candidates may apply to the Human Resource Division, Corporate Office, RICB, Thimphu on or before 14<sup>th</sup> of September, 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 (PDGNL, Degree, Class XII, Class X) and copy of course completion certificate.
- v. Certificate of Post Graduate Diploma in National Law.
- vi. Certificate from the Bar Council of Bhutan.
- 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. No Objection Certificate from parent agency if employed.
- xii. RAA audit clearance if currently employed or previously employed.

**Management**