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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

No. RICB/HRD (03)/2022/8591

August 31, 2022

Shortlisted Candidates

Sl. No.	Name	Gender	CID No.
1. Assistant Manager (Actuarial)			
1	Ms. Yeshey Seldon	Female	10811002431
2. Assistant Development Officer (IT)			
1	Ms. Kinzang Om	Female	11008001481
2	Mr. Dorji Lingdrel Wangchuk	Male	11508001350
3	Ms. Tashi Pelmo	Female	11312000397
4	Mr. Sonam Chonjur	Male	11302003318
5	Ms. Pema Seldon	Female	11503005094

Note: All shortlisted candidates are requested to read the below instructions carefully.

A. WRITTEN EXAMINATION

Written examination shall be conducted on 7th of September 2022 at 9:45 AM in the Training Hall, Basement of RICB Office, Thimphu. Please note that the exam will start at 10:00 AM sharp. The candidates must bring original Citizenship Identity Card, Blue/Black inked pen and pencil for the examination.



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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

B. PERSONAL INTERVIEW (VIVA-VOC)

The personal interview schedule is as under:

Sl. No.	Name	Gender	CID No.	Interview date and time
1. Assistant Manager (Actuarial)				9 th of September 2022 (Morning 9:30 AM onwards)
1	Ms. Yeshey Seldon	Female	10811002431	
2. Assistant Development Officer (IT)				
1	Ms. Kinzang Om	Female	11008001481	
2	Mr. Dorji Lingdrel Wangchuk	Male	11508001350	
3	Ms. Tashi Pelmo	Female	11312000397	
4	Mr. Sonam Chonjur	Male	11302003318	
5	Ms. Pema Seldon	Female	11503005094	

Personal interview (viva-voce) will be conducted in the Board Room of RICB, Corporate Office, Thimphu on the date and time mentioned above.

All shortlisted candidates must produce the following documents in original at the time of personal interview:

- i. Original Job Application Form with passport size photo (if earlier submitted through email or photocopy);
- ii. Academic Mark Sheet (Degree, Diploma, Class XII, Class X) and course completion certificate;
- iii. School Leaving Certificate and Character Certificate;
- iv. Valid Citizenship Identity Card;
- v. Medical Fitness Certificate issued by a competent Medical Doctor (issued within 6 months);
- vi. Valid Security Clearance Certificate (online screenshot);
- vii. No Objection Certificate from parent agency (if employed);
- viii. RAA audit clearance if currently employed or previously employed; and
- ix. Other certificates, if any.

Candidates failing to produce any of the above original documents shall be disqualified for the personal interview.

Shortlisted candidates may contact the HRD, Corporate Office, Thimphu for any queries at 02-321161 (Extension no. 712/785/784) during office hours.

Management