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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

No. RICB/HRD (03)/2022/9562

September 16, 2022

Shortlisted Candidates

Sl. No.	Name	Gender	CID No.
1. Assistant Manager (Legal Officer)			
1	Mr. Sangay Tenzin	Male	10711000532
2	Ms. Phurba Dem	Female	10806001414
3	Ms. Jamyang Pemo	Female	11101001730
4	Ms. Leki Chozom	Female	10708001985
5	Ms. Thinley Wangmo	Female	11101003850
6	Ms. Chogyel Zangmo	Female	10708000269

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

A. WRITTEN EXAMINATION

Written examination shall be conducted on 24th 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 schedule for personal interview is as under:

Sl. No.	Name	Gender	CID No.	Interview date and time
1. Assistant Manager (Legal Officer)				
1	Mr. Sangay Tenzin	Male	10711000532	26 th of September 2022 (Morning 9:30 AM onwards)
2	Ms. Phurba Dem	Female	10806001414	
3	Ms. Jamyang Pemo	Female	11101001730	
4	Ms. Leki Chozom	Female	10708001985	
5	Ms. Thinley Wangmo	Female	11101003850	
6	Ms. Chogyel Zangmo	Female	10708000269	

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. Original Mark Sheets (PGDNL, Degree, Class XII, Class X) and course completion certificate;
- iii. Certificate of Post Graduate Diploma in National Law;
- iv. Certificate from the Bar Council of Bhutan;
- 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. No Objection Certificate from parent agency (if employed);
- x. RAA audit clearance if currently employed or previously employed; and
- xi. 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.



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Management