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**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

No. RICB/CO/HRD (03)/2023/1222

January 26, 2023

**Vacancy Announcement**

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

S/No.	Position	Type of employment	Qualifications and experience	Basic salary	Allowances	Slot
1.	General Manager (Credit Department)	Contract for 3 years (with possible extension)	Minimum of bachelor's degree with 10 years of experience in credit management in any Financial Institution	70,000	Contract (Maximum 75% of Basic Salary) Negotiable based on experience  Other benefits as per company service rules	1
2.	General Manager (Human Resource & General Administration Department)	Contract for 3 years (with possible extension)	Minimum of bachelor's degree with 10 years of experience in human resource management in any agency			1

Eligible candidates may submit the applications along with copies of the following documents to Human Resource Division, Corporate Office, Thimphu within 10<sup>th</sup> of February 2023:

**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.**

- i. RICB Job Application Form (Available on our website).
- ii. Two numbers of recent passport size photographs.
- iii. Curriculum vitae.
- iv. Copies of transcripts/certificates for Class X/Class XII/Degree/Master.
- v. Experience certificate.
- vi. Two recommendations/referrals letters from non-family related referees.
- vii. Copy of valid Citizenship Identity Card.
- viii. Valid Security Clearance Certificate (online screenshot).
- ix. CIB report.
- x. Medical Fitness Certificate issued by a competent Medical Doctor (not earlier than 6 months).
- xi. No Objection Certificate from the current employer (if employed).
- xii. Audit clearance from RAA.

The ToR and job application form may be downloaded from our website [www.ricb.bt](http://www.ricb.bt). The selection of candidates shall be subject to obtaining No Objection Letter (NOL) from RMA on the fit and proper assessment of the applicant.

**NB:** RICB shall not be responsible for disqualification of any applicants due to non-submission of complete documents and required information. Only shortlisted candidates will be notified for the selection interview through phone call/email.

For further information please contact the Human Resource Division, RICB, Thimphu at 02-321161, Ext No. 701/785/351 during office hours.

**Management**

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