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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

No. RICB/CO/HRD (03)/2023/2406

February 17, 2023

Vacancy Announcement

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

Sl. No	Designation	Slots	Starting Salary	Minimum Qualification and Experience required	Eligibility Criteria	Employment Type
1	Deputy Manager (Internal Audit)	1	Nu.24,825 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Bachelor's Degree from university recognized by the RGOB with minimum experience of 5 years in Audit.	Bachelor's Degree in any field	Regular
2	Assistant Manager (Legal Officer)	4	Nu.22,025 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Bachelor's Degree in law (L.L.B) from university recognized by the RGOB with Post Graduate Diploma in National Laws (PGDNL).	Class X: 60% (Eng. plus four best subjects) Class XII: 60% (Eng. plus three best subjects) Degree (L.L.B): 60%	Regular

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

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3	Assistant Manager (Engineering)	4	Nu.22,025 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Bachelor's in Civil Engineering from university recognized by the RGOB.	Class X: 60% (Eng. plus four best subjects)	Regular
					Class XII: 60% (Eng. plus three best subjects)	
					Degree: 60%	
4	Assistant Manager (Graphics Designer)	1	Nu.22,025 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Class XII (Passed) with 10 years of relevant work experience	Class XII (Passed) with 10 years of relevant work experience	Regular
5	Development Officer (HR)	1	Nu.18,013 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Bachelor's Degree in Human Resource Management from university recognized by the RGOB.	Class X: 60% (Eng. plus four best subjects)	Regular
					Class XII: 60% (Eng. plus three best subjects)	

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					Degree: 60%	
6	Development Officer (Finance/Accounts)	4	Nu.18,013 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Bachelor's Degree in Commerce (Finance/Accounts) from university recognized by the RGOB.	Class X: 60% (Eng. plus four best subjects) Class XII: 60% (Eng. plus three best subjects) Degree: 60%	Regular
7	Development Officer (General)	31	Nu.18,013 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Bachelor's Degree from university recognized by the RGOB.	Class X: 60% (Eng. plus four best subjects) Class XII: 60% (Eng. plus three best subjects) Degree: 60%	Regular
8	Development Officer (Data Analytics)	2	Nu.18,013 plus (45% Corporate Allowance & other	Bachelor' of Science in Mathematics from		

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			benefits as per Service Rules and Regulation of the Corporation)	university recognized by the RGOB.	Class X: 60% (Eng. plus four best subjects)	Regular
					Class XII: 60% (Eng. plus three best subjects)	
					Degree: 60%	
9	Assistant Development Officer (Finance and Accounts)	2	Nu.16,425 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Diploma in Financial Management.	Class X: 60% (Eng. plus four best subjects) Regular	Regular
					Class XII: 60% (Eng. plus three best subjects)	
					Diploma: 60%	
10	Assistant Development Officer	1	Nu.16,425 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Diploma in Electrical Engineering.	Class X: 60% (Eng. plus four best subjects) Regular	Regular
					Class XII: 60% (Eng. plus three best subjects)	
					Diploma: 60%	

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11	Assistant Development Officer	2	Nu.16,425 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Diploma in Mechanical Engineering.	Class X: 60% (Eng. plus four best subjects) Regular	Regular
					Class XII: 60% (Eng. plus three best subjects)	
					Diploma: 60%	
12	Assistant Development Officer	1	Nu.16,425 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Diploma in Civil Engineering.	Class X: 60% (Eng. plus four best subjects) Regular	Regular
					Class XII: 60% (Eng. plus three best subjects)	
					Diploma: 60%	
13	Senior Assistant- II	5	Nu.13,631 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Class XII (Completed in 2021 and 2022).	Class X: 60% (Eng. plus four best subjects)	Regular
					Class XII: 60% (Eng. plus three best subjects)	

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NB:

- i. Applications with incomplete documents will not be accepted.
- ii. Certificate/degree obtained through distance learning shall not be accepted.
- iii. Only shortlisted candidates will be notified for the written exam and selection interview through phone call/email/website.
- iv. Shortlisted applicants must produce original documents during the interview.
- iv. For further information please contact the Human Resource Division, RICB, Thimphu at 02-321161/323487, extension no. 785/701/351 during office hours.

All eligible candidates may apply to the Human Resource Division, Corporate Office, RICB, Thimphu on or before 3rd of March 2023 (before 5.00 pm) along with copies of the following documents:

- i. RICB Job Application Form (available on our website).
- ii. Two numbers of recent passport-size photograph.
- iii. Detailed resume.
- iv. Academic Mark sheets (Degree, Diploma, Class XII, Class X) and copy of course completion certificate.
- v. Certificate of Post Graduate Diploma in National Law. (Applicable for candidates applying for the post of Legal Officers).
- vi. School Leaving Certificate and Character Certificate.
- vii. Copy of valid Citizenship Identity Card.
- viii. Medical Fitness Certificate issued by a competent Medical Doctor (issued within 6 months).
- ix. Valid Security Clearance Certificate (online screenshot).
- x. Experience certificate. (applicable for candidates applying for the post of Internal Audit and Graphic Designer).
- xi. No Objection Certificate from parent agency if employed.
- xii. RAA audit clearance if currently employed or previously employed.

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Management

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