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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

No. RICB/CO/HRD (03)/2023/6034

April 26, 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	Assistant Manager	2	Nu.22,025.00 with 45% Corporate Allowance and other benefits as per rules and regulations of the company	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.	Class X: 50% (Eng. plus four best subjects)	Regular
					Class XII: 50% (Eng. plus three best subjects)	
					Degree: 50%	
2	Development Officer	5	Nu.18,013 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	B.Sc IT/ Computer Science or equivalent from university recognized by the RGOB (Preference will be given to those with experience in Network & Hardware)	Class X: 50% (Eng. plus four best subjects)	Regular
					Class XII: 50% (Eng. plus three best subjects)	
					Degree: 50%	

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

eMail: contactus@ricb.bt Visit us @ www.ricb.bt Call us @ 1818



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3	Assistant Development Officer	2	Nu.16,425 plus (45% Corporate Allowance & other benefits as per Service Rules and Regulation of the Corporation)	Diploma in Server and Hardware Administration/ Diploma in Computer Hardware and Networking.	Class X: 50% (Eng. plus four best subjects)	Regular
					Class XII: 50% (Eng. plus three best subjects)	
					Diploma: 50%	

*Graduates of JSW Law school are exceptions to the PGDNL requirement.

NB:

- Applications with incomplete documents will not be accepted.
- Certificate/degree obtained through distance learning shall not be accepted.
- Only shortlisted candidates will be notified for the written exam and selection interview through phone call/email/website.
- Shortlisted applicants must produce original documents during the interview.
- For further information please contact the Human Resource Division, RICB, Thimphu at 02-321161/323487, extension no. 785/701/351/556 during office hours.

All eligible candidates may apply to the Human Resource Division, Corporate Office, RICB, Thimphu on or before 10th of May 2023 (before 5.00 pm) along with copies of the following documents:

- RICB Job Application Form (available on our website).
- One recent passport-size photograph.
- Detailed resume.
- Academic Mark sheets (PGDNL, Degree, Diploma, Class XII, Class X) and copy of course completion certificate.

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- ii. Certificate of Post Graduate Diploma in National Law.
 - iii. Certificate from the Bar Council of Bhutan.
 - 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 in Network & Hardware. (Applicable for candidates applying for the post of Development Officer, ITD).
 - xi. No Objection Certificate from parent agency if employed.
 - xii. RAA audit clearance if currently employed or previously employed.

Management

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