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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

No. RICB/HRD (03)/2023/7732

May 29, 2023

Shortlisted Candidates for Written Exam and Personal Interview

1. Assistant Development Officer (Information Technology)

Sl. No.	CID No.	Gender
1	11308002342	M
2	11514000040	M
3	12001000621	F
4	11504001885	M

2. Development Officer (Information Technology)

Sl. No.	CID No.	Gender
1	11214002945	M
2	10603000717	M
3	12008000057	F
4	10802000311	M
5	11108000450	M
6	10703000022	F
7	11105001481	M
8	11512000012	F
9	11504001470	F
10	10904001632	F

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

A. WRITTEN EXAMINATION

Written examination for all the shortlisted candidates is scheduled on 6th of June, 2023 at 9:30 AM in the Training Hall, Basement of RICB Office, Thimphu. Please note that the exam will start at 09:45 AM sharp. The candidates must bring original Citizenship Identity Card, Blue/Black inked pen and pencil for the examination.

B. PERSONAL INTERVIEW (VIVA-VOCE)

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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The personal interview interview schedule is as under:

1. Assistant Development Officer (Information Technology)

Sl. No.	CID No.	Gender	Interview Schedule
1	11308002342	M	6 th of June (12.00 PM- 1.00PM)
2	11514000040	M	
3	12001000621	F	
4	11504001885	M	

2. Development Officer (Information Technology)

Sl. No.	CID No.	Gender	Interview Schedule
1	11214002945	M	6 th of June (2.00 PM onwards)
2	10603000717	M	
3	12008000057	F	
4	10802000311	M	
5	11108000450	M	
6	10703000022	F	
7	11105001481	M	
8	11512000012	F	
9	11504001470	F	
10	10904001632	F	

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. All other certificates have to be produced during the interview for marking.



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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. 785/556) during office hours.

Management