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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

No. RICB/CO/HRD (03)/2023/6893

May 12, 2023

Vacancy reannouncement

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

| Sl. No | Designation | Slots | Starting Salary | Minimum Qualification and Experience required | Eligibility Criteria | Employment Type |
|--------|-------------------------------|-------|--|--|--|-----------------|
| 1 | 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% | |
| 2 | 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% | |

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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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

**** Those applicants who submitted their applications last time do not have to submit the documents again.**

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. 785/701/351/556 during office hours.

All eligible candidates may apply to the Human Resource Division, Corporate Office, RICB, Thimphu on or before 22nd of May 2023 (before 5.00 pm) along with copies of the following documents:

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