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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.



**RICB**

"Your partner for growth and security"

**RICB JOB APPLICATION FORM**

**1. Personal Information:**

i) Full Name: .....

ii) Gender: M  F

iii) Village: ..... Gewog: .....

Dzongkhag: .....

iv) Date of Birth: Day  Month  Year

v) CID No: .....

vi) Post applied for: .....

vii) Contact No: .....

Email id: .....

viii) Social Media User ID (e.g.facebook/twitter/instagram/linkedin/etc.)

.....

.....

Please Attach  
Recent Photo

**2. Academic Qualification** (Please start with the last institute attended):

Name of the Institute	Qualification	Subjects	Year of Completion	Marks obtained (Aggregate)



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**3. Trainings Attended** (If any)

Name of the Institute	Country	Field of study	Duration	Completion

**4. Employment History** (Please strike off if not applicable):

Organization	Position Held	Period		Appt. status	Place Served	Reason for change
		From	To			
<b>Present Employment</b> (Please strike off if not applicable)						
<b>Past Employment</b> (please strike off if not applicable)						

**5. Kindly attach the following documents:**

Sl. No	Check list	Tick
1	RICB Job Application Form	
2	Two numbers of recent passport size photographs	
3	Detailed Resume	
4	Copy of all Academic Mark sheet (Degree, Class XII & X) and course completion certificates	



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5	Copy of School Leaving Certificates & Character Certificates	
6	Copy of valid Citizenship Identity Card	
7	Security Clearance Certificate (online screenshot)	
8	Copy of Medical Fitness Certificate	
9	No Objection Certificate from Employer, if presently employed	
10	Copy of RAA audit clearance (for in-service or previously employed applicant only)	

Please note that your application form and copies of relevant documents once submitted shall not be returned.

**DECLARATION:** I hereby declare that the information given herein is true and complete to the best of my knowledge. In the event of any detection of false or misleading information, I understand that the employer shall withdraw/terminate my application or service or take any legal action. I also undertake to abide by all Rules and Regulation of the Corporation.

I hereby also confirm that I have neither been convicted in any court of law nor terminated by any of my previous organizations.

Date: .....

Signature of the Applicant

Legal Stamp

**For office use only**

Application received on .....