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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

No. RICB/CO/HRD (03)/2023/10004

July 06, 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 (HRO)	1	*Basic pay of Nu.28,633 + 50% Corporate Allowance with 5% yearly increment and other benefits as per rules and regulations of the company	Bachelor's degree from university recognized by the RGOB with minimum of 3 years of experience in Human Resource Management		Regular
2	Assistant Manager (ME)	1	Basic pay of Nu.28,633 + 50% Corporate Allowance with 5% yearly increment and other benefits as per rules and regulations of the company	B.E in Mechanical Engineering 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

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

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3	Development Officer (ITD)	1	Basic pay of Nu.23,417 + 50% Corporate Allowance with 5% yearly increment and other benefits as per rules and regulations of the company	B.Sc IT/ Computer Science 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	Development Officer (HRO)	1	Basic pay of Nu.23,417 + 50% Corporate Allowance with 5% yearly increment and other benefits as per rules and regulations of the company	BBA/BCOM major in HRM/Bachelors in HRM 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%	
5	Development Officer (General)	12	Basic pay of Nu.23,417 + 50% Corporate Allowance with 5% yearly increment and other benefits as per rules and	BBA/BCOM/BA. in Economics 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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			regulations of the company		Degree: 60%	
6	Assistant Development Officer (DFM)	3	Basic pay of Nu.21,353 + 50% Corporate Allowance with 5% yearly increment and other benefits as per rules and regulations of the company	Diploma Financial Management from RIM	Class X: 60% (Eng. plus four best subjects)	Regular
					Class XII: 60% (Eng. plus three best subjects)	
					Diploma: 60%	

*The basic salary is negotiable if the working experience is more than 3 years.

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. 784/785/556 during office hours.

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All eligible candidates may apply to the Human Resource Division, Corporate Office, RICB, Thimphu on or before 20th of July 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.
- iv. Academic Mark sheets (Degree, Diploma, Class XII, Class X) and copy of course completion certificate.
- v. School Leaving Certificate and Character Certificate.
- vi. Copy of valid Citizenship Identity Card.
- vii. Medical Fitness Certificate issued by a competent Medical Doctor (issued within 6 months).
- viii. Valid Security Clearance Certificate (online screenshot).
- ix. Experience in Human Resource Managment. (Applicable for candidates applying for the post of Assistant Manager, HRO).
- x. No Objection Certificate from working agency if employed.
- xi. RAA audit clearance if currently employed or previously employed.

Management

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