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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

No. RICB/CO/HRD (03)/2023/18505

December 1, 2023

Vacancy Announcement

The Royal Insurance Corporation of Bhutan Limited is pleased to announce the following vacancies.

Sl. No	Designation	Slots	Entry Grade	Starting Salary	Minimum Qualification and Experience required	Minimum Academic Criteria	Employment Type
1	Assistant Manager (Civil Engineer)	1	7	Nu.28,633/- plus (50% Corporate Allowance, 5% annual increment & other benefits as per Service Rules and Regulation of the Corporation)	Bachelors in Civil Engineering from a 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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2	Development Officer (Credit)	6	8	Nu.23,417/- plus (50% Corporate Allowance, 5% annual increment & other benefits as per Service Rules and Regulation of the Corporation)	Bachelor's Degree in BBA/BCOM/BA. in Eco. from a university recognized by the RGOB with 3 years' experience in relevant field (5% will be allocated on experience in relevant field for short listing).	Class X: 60% (Eng. plus four best subjects)	Regular
						Class XII: 60% (Eng. plus three best subjects)	
						Degree: 60%	
3	Development Officer (General)	4	8	Nu.23,417/- plus (50% Corporate Allowance, 5% annual increment & other benefits as per Service Rules and Regulation of the Corporation)	Bachelor's Degree from a university recognized by the RGOB.	Class X: 60% (Eng. plus four best subjects)	Regular
						Class XII: 60% (Eng. plus three best subjects)	
						Degree: 60%	

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4	Development Officer (Information Technology)	1	8	Nu.23,417/- plus (50% Corporate Allowance, 5% annual increment & other benefits as per Service Rules and Regulation of the Corporation)	Bachelor's Degree in B.Sc IT/Computer Science from a 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	Assistant Development Officer (Information Technology)	1	9	Nu.21,353 plus (50% Corporate Allowance, 5% annual increment & other benefits as per Service Rules and Regulation of the Corporation)	Diploma in Information Technology (IT) from a university recognized by the RGOB.	Class X: 60% (Eng. plus four best subjects)	Regular
						Class XII: 60% (Eng. plus three best subjects)	
						Diploma: 60%	

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6	Assistant Development Officer (Electrical Engineering)	1	9	Nu.21,353 plus (50% Corporate Allowance, 5% annual increment & other benefits as per Service Rules and Regulation of the Corporation)	Diploma in Electrical Engineering from a university recognized by the RGOB.	Class X: 60% (Eng. plus four best subjects)	Regular
						Class XII: 60% (Eng. plus three best subjects)	
						Diploma: 60%	
7	Senior Assistant-II	4	11	Nu.17,720/- plus (50% Corporate Allowance, annual increment & other benefits as per Service Rules and Regulation of the Corporation)	Class XII (Completed in 2020, 2021 and 2022).	Class X: 60% (Eng. plus four best subjects) Class XII: 60% (Eng. plus three best subjects)	Regular

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NB:

- i. Applications with incomplete documents will not be accepted.
- ii. 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.

For further information please contact the Human Resource Division, RICB, Thimphu at 02-321161/ 323487, extension no. 669/784/785/712 during office hours.

If there is an additional human resource requirement within six months from the date of the announcement of the final selection result, RICB may opt to recruit from the final selection result list in the order of merit ranking.

All eligible candidates may apply to the Human Resource Division, Corporate Office, RICB, Thimphu on or before 14th of December, 2023 along with copies of the following documents:

- i. RICB Job Application Form (available on our website).
- ii. One number of recent passport-size photograph.
- iii. Detailed Resume.
- iv. Academic Mark sheet (Degree, Diploma, Class XII, Class X) and copy of course completion certificate.
- v. School Leaving Certificate and Character Certificate.
- vi. 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 Certificate. (Applicable for candidates applying for the post of Development Officer, Credit).
- x. No Objection Certificate from parent agency if employed.
- xi. RAA audit clearance if currently employed or previously employed.

Management

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