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**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

No. RICB/CO/HRD (03)/2024/13865

Sept. 19, 2024

**Vacancy Announcement**

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

Sl. No	Designation	Slots	Salary	Minimum Qualification and Experience required	Employment Type
1	Branch Manager, Phuntsholing Main Branch (Grade 4)	1	*1. Basic pay: Nu. 41,608/- 2. Contract Allowance: 60% 3. Fixed Allowance: Nu. 14,563/- 4. 10% PBVP. 5. Communication Allowance: Nu. 2000/- 6. Conveyance allowance: 70 litres of diesel per month.	Minimum of bachelor's degree from university recognized by the RGOB with 5 years of work experience in Credit/Insurance, and a total of 10 years of service including in-service long-term training.	<b>3 years Contract</b> (Possibility of retention based on performance)
2	Civil Engineer (Grade 6)	1	**Basic pay of Nu.32,273/- + 50% Corporate Allowance + Fixed Allowance of Nu. 12,909/- with 5% yearly increment and other benefits as per rules and regulations of the company	Minimum of bachelor's degree in civil engineering from university recognized by the RGOB with 3 years of experience in relevant field.	Regular
<b>OR</b>					

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

**eMail: [contactus@ricb.bt](mailto:contactus@ricb.bt) Visit us @ [www.ricb.bt](http://www.ricb.bt) Call us @ 1818**



**RICB**  
"Your partner for growth and security"

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## ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

3	Civil Engineer(Grade 7)	1	Basic pay of Nu.28,633/- + 50% Corporate Allowance+ Fixed Allowance of Nu. 12,885/- with 5% yearly increment and other benefits as per rules and regulations of the company	Minimum of Bachelor's Degree in Civil Engineering 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%	

\*The basic salary is negotiable if the current basic is higher than Nu. 41,608/-

\*\*The basic salary is negotiable for selected candidate if the experience is more than three years.

\*\*\* For the vacancy of Civil Engineer, the applicants at grade 7 will be considered only if there are no applicants for grade 6.

**NB:**

- i. Applications with incomplete documents will not be accepted.
- ii. Certificate/degree obtained through distance learning shall not be accepted.
- iii. The shortlisted candidates will be notified for the written exam and further shortlisted for the personal interview fully based on written exam.
- iv. Shortlisted applicants must produce original documents during the interview.
- iv. For further information please contact the Human Resource Division, RICB, Thimphu at +975-17291206/ 77279331/ 17937067 during office hours.

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## ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

All eligible candidates may apply to the Human Resource Division, Corporate Office, RICB, Thimphu on or before 5<sup>th</sup> of October 2024 (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 Certificates. (Applicable for candidates applying for the post of Branch Manager and Civil Engineering, Grade 6).
- x. No Objection Certificate from working agency if employed (for shortlisted candidates).
- xi. RAA audit clearance if currently employed or previously employed.

**Management**

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