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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

RICB/CO/HRD(03)/2024/18791

December 31, 2024

Vacancy Announcement

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

Sl. No	Designation	Slots	Salary	Minimum Qualification and Experience required		Employment Type	
1	Assistant Procurement Associate I	1	Basic pay of Nu.21,353/- + 50% Corporate Allowance+ Fixed Allowance of Nu. 7,474/- with 5% yearly increment and other benefits as per rules and regulations of the company	Minimum of Diploma in Materials and Procurement Management from University recognized by the RGOB	Class X: 60% (Eng. plus four best subjects)	Regular	
					Class XII: 60% (Eng. plus three best subjects)		
					Diploma: 60%		

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.

NB:

- i. Applications with incomplete documents will not be accepted.
- ii. Certificate/diploma 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 +975-17291206/77345181 during office hours.

All eligible candidates may apply to the Human Resource Division, Corporate Office, RICB, Thimphu on or before 14th of January 2025 (before 4.00 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 (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. No Objection Certificate from working agency if employed (for shortlisted candidates).
- x. RAA audit clearance if currently employed or previously employed.

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Management

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