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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

No. RICB/CO/HRD (03)/2026/1650

February 05, 2026

Vacancy Announcement

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

Sl. No	Designation	Slots	Gross Salary	Minimum Qualification and Experience required	Eligibility Criteria	Employment Type
1	Network Manager (ITD)	1	*Gross Salary Nu.68,032 and 5% yearly increment with other benefits as per SRR2025	B.Sc IT/Computer Science from university recognized by the RGOB with minimum of 5 years of experience in Network or relevant field.		Regular
2	Human Resource Officer	1	*Gross Salary Nu.55,835 and 5% yearly increment with other benefits as per SRR2025	Minimum of 5 years of experience in Human Resource Management		Regular
3	Assistant ICT Officer	1	*Gross Salary Nu.48,002 and 5% yearly increment with other benefits as per SRR2025	B.Sc IT/Computer Science 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

eMail: contactus@ricb.bt Visit us @ www.ricb.bt Call us @ 1818



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4	Assistant Data Analyst	1	*Gross Salary Nu.48,002 and 5% yearly increment with other benefits as per SRR2025	Bachelor of Science in Mathematics 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	Assistant Underwriting Officer	1	*Gross Salary Nu.48,002 and 5% yearly increment with other benefits as per SRR2025	Bachelor Degree 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%	
6	Associate Field officer I	3	Gross Salary Nu.39,504 and 5% yearly increment with other benefits as per SRR2025	Diploma 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)	
					Diploma: 60%	
7	Associate Accountant I	1	Gross Salary Nu.39,504 and 5% yearly increment with other benefits as per SRR2025	Diploma in Financial 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%	

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8	Associate Underwriting Officer III	3	Gross Salary Nu.31,010 and 5% yearly increment with other benefits as per SRR2025	Class XII- General	Class X: 60% (Eng. plus four best subjects)	Regular
					Class XII: 60% (Eng. plus three best subjects)	

NB:

- i. Certificate/degree obtained through distance learning shall not be accepted.
- ii. Only shortlisted candidates will be notified for the written exam and selection interview through phone call/email/website.
- iii. Shortlisted applicants must produce original documents during the interview.
- iv. For further information please contact the Human Resource Division, RICB, Thimphu at 17291206/ 77345181.

All eligible candidates may apply to through <https://thegateway.bt> on or before 25th of February 2026 (before 5.00 pm).

Management

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