



# ༄། འབྲུག་ཁྱེན་སྲུང་ལས་འཛིན་ཚད།

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



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

༄། འབྲུག་ཁྱེན་སྲུང་ལས་འཛིན་ཚད།

**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

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%	

**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**



༄། འབྲུག་ཁྱེན་སྲུང་ལས་འཛིན་ཚད།  
**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

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 25<sup>th</sup> of February 2026 (before 5.00 pm).

**Management**

---

**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**