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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

RICB JOB APPLICATION FORM

Please Attach
Recent Photo

1. Personal Information:

i) Full Name:

ii) Gender: M F

iii) Village: Gewog:

Dzongkhag:

iv) Date of Birth: Day Month Year

v) CID No:

vi) Post applied for:

vii) Contact No:

Email id:



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2. Academic Qualification (Please start with the last institute attended):

Name of the Institute	Qualification	Subjects	Year of Completion	Marks obtained (Aggregate)

3. Trainings Attended (If any)

Name of the Institute	Country	Field of study	Duration	Completion

4. Employment History (Please strike off if not applicable):

Organization	Position Held	Period		Appt. status	Place Served	Reason for change
		From	To			
Present Employment (Please strike off if not applicable)						
Past Employment (please strike off if not applicable)						



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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

5. Kindly attach the following documents:

Sl. No	Checklist	Tick
1	Duly filled Job application form.	
2	Curriculum Vitae indicating clearly the details of applicants and with names and details of two referees.	
3	Statement of Purpose (your vision/ roadmap for RICB- Maximum 1000 words).	
4	Academic Certificates and transcripts (Bachelors/Masters).	
5	Valid documents proof/ evidence to show 15 years of work experience.	
6	A valid office order of appointment / promotion to proof three years of active service at Senior Managerial Level (General Manager & above or equivalent position in Corporate/Private Sectors and P1A level & above for civil servants).	
7	A copy of valid Citizenship Identity Card.	
8	A valid audit clearance certificate (if applicable).	
9	A Valid Security Clearance	
10	A Valid Medical Fitness Certificate	
11	Tax Clearance certificate.	
12	CIB report as on the application date	
13	If employed, no objection letter from employer	

Please note that your application form and copies of relevant documents once submitted shall not be returned.

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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DECLARATION: I hereby declare that the information given herein is true and complete to the best of my knowledge. In the event of any detection of false or misleading information, I understand that the employer shall withdraw/terminate my application or service or take any legal action. I also undertake to abide by all Rules and Regulations of the Corporation.

I hereby also confirm that I have neither been convicted in any court of law nor terminated by any of my previous organizations.

Legal
Stamp

Date:

Signature of the Applicant

For office use only

Application received on



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