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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

No. RICB/CO/HRD (03)/2026/9347

June 25, 2026

Vacancy Announcement

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

Sl. No	Designation	Slots	Gross Salary	Eligibility Criteria	Employment Type	Place of Posting
1	Support Staff	2	*Gross Salary Nu.19,110 and 5% yearly increment with other benefits as per SRR2025	i. Physically fit and capable of carrying out office cleaning and general office chores. ii. Preference shall be given to candidates with prior experience in office cleaning, housekeeping, or support services. iii. Must be hard working, honest, disciplined, able to maintain cleanliness and hygiene standards.	3 years on contract with possibility of extension based on performance.	Thimphu and Phuntsholing.

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.

All eligible candidates may apply to the Human Resource Division, Corporate Office, RICB, Thimphu on or before 10th of July 2026 (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. Copy of valid Citizenship Identity Card.
- iv. Medical Fitness Certificate issued by a competent Medical Doctor (issued within 6 months).
- v. Valid Security Clearance Certificate (online screenshot).



Management

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