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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

No. RICB/CO/HRD(03)/2026/ 12646

Date: 24/08/2026

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

Sl N o.	Position	Type of Employment	Qualification and Criteria	Grade & Salary	Slot
1	Company Secretary	Regular	A minimum of bachelor's degree. * Bachelors in Law or professional Accountant shall be preferred. Additional Company Secretary Certificate will be an advantage. * Minimum of work experience of 7 years	Negotiable based on the candidate's current grade and salary, qualification and experience	1

Corporate Office, Thimphu, Post Box No 315 EPABX: +975 02 321161/323487

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



RICB
"Your partner for growth and security"

ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

། རྒྱལ་ཁབ་འཛིན་སྲུང་གི་ཁུངས་ལུ་སྐུ་འཇགས་པའི་ལྷན་ཁྲིམས་།

NB:

- i. The RICB shall not be responsible for disqualification of any applicants due to non-submission of complete documents and required information.
- ii. Certificate/Degree obtained through distance learning shall not be accepted.
- iii. The shortlisted candidates will be notified through phone call/email.
- 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 through <https://thegateway.bt> on or before 3rd of September 2026 (before 5.00 pm).



Management