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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

No. RICB/CO/HRD (03)/2024/9265

July 01, 2024

Vacancy Announcement

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

Sl. No	Designation	Slots	Starting Salary	Minimum Qualification and Experience required	Eligibility Criteria	Employment Type
1	Manager (Network and System/Database)	2	*Basic pay of Nu.36,774/- + 50% Contract Allowance + Fixed Allowance of Nu. 12,871/- with 5% yearly increment and other benefits as per rules and regulations of the company	Bachelor's degree from university recognized by the RGOB in B.Sc IT/ Computer Science with minimum of 10 years of experience in IT Management and 5 years of experience in Network & System/Database		3 years Contract (Possibility of retention based on performance)
2	Development Officer (Credit)	3	Basic pay of Nu.23,417/- + 50% Corporate Allowance + Fixed Allowance of Nu. 12,879/- with 5% yearly increment and other benefits as per rules and regulations of the company	BBA/BCOM/BA. in Eco. 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

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3	Development Officer (ITD)	1	Basic pay of Nu.23,417 + 50% Corporate Allowance + Fixed Allowance of Nu. 12,879/- with 5% yearly increment and other benefits as per rules and regulations of the company	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)	
					Degree: 60%	
4	Assistant Development Officer (Civil)	3	Basic pay of Nu.21,353/- + 50% Corporate Allowance+ Fixed Allowance of Nu. 7,474/- with 5% yearly increment and other benefits as per rules and regulations of the company	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%	
5	Assistant Development Officer (Mechanical)	1	Basic pay of Nu.21,353/- + 50% Corporate Allowance + Fixed Allowance of Nu. 7,474/- with 5% yearly increment and other benefits as per rules and regulations of the company	Diploma in Mechanical 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%	

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6	Senior Assistant II	4	Basic pay of Nu.17,720/- + 50% Corporate Allowance + Fixed Allowance of Nu. 4,430/- with 5% yearly increment and other benefits as per rules and regulations of the company	Class XII (General)	Class X: 60% (Eng. plus four best subjects)	Regular
					Class XII: 60% (Eng. plus three best subjects)	
7	Credit Assistant (Senior Asst. II)	2	Basic pay of Nu.17,720/- + 50% Corporate Allowance + Fixed Allowance of Nu. 4,430/- with 5% yearly increment and other benefits as per rules and regulations of the company	Class XII (Commerce)	Class X: 60% (Eng. plus four best subjects)	Regular
					Class XII: 60% (Eng. plus three best subjects)	

*The basic salary is negotiable if the working experience is more than 5 years for the post of Managers, Information Technology Division.

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NB:

- i. Applications with incomplete documents will not be accepted.
- ii. Certificate/degree obtained through distance learning shall not be accepted.
- iii. The shortlisted candidates will be notified for the written exam and further shortlisted for the personal interview fully based on written exam.
- 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 the Human Resource Division, Corporate Office, RICB, Thimphu on or before 15th of July 2024 (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. Detailed resume.
- iv. Academic Mark sheets (Degree, Diploma, Class XII, Class X) and copy of course completion certificate.
- v. School Leaving Certificate and Character Certificate.
- vi. Copy of valid Citizenship Identity Card.
- vii. Medical Fitness Certificate issued by a competent Medical Doctor (issued within 6 months).
- viii. Valid Security Clearance Certificate (online screenshot).
- ix. Experience in IT Management. (Applicable for candidates applying for the post of Manager, ITD).
- x. No Objection Certificate from working agency if employed (if shortlisted).
- xi. RAA audit clearance if currently employed or previously employed.

Management

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