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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.



No. RIBC/CO/HRD(03)/2025/3997

Date:24/03/2025

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

Sl No.	Position	Type of Employment	Qualification and Minimum Years of Experience	Basic Salary	Allowances	Slot
1	General Manager, General Administration and Human Resource Division	3 years of Contract (with possible extension)	Minimum of a bachelor's degree with 10 years of experience in Human Resource Management in an agency.	Basic: Nu. 70,000/-	i. 60% Contract allowance ii. 20% PVBP iii. Fixed Allowance of Nu. 7,989/- iv. Communication Allowance of Nu. 3,500/- v. Conveyance Allowance of Nu. 4,500/-	1

NB:

- RICB shall not be responsible for disqualification of any applicants due to non-submission of complete documents and required information.
- Certificate/Degree obtained through distance learning shall not be accepted.
- The shortlisted candidates will be notified through phone call/email.
- Shortlisted applicants must produce original documents during the interview.
- For further information please contact the Human Resource Division, RIBC, Thimphu at +975-17291206/ 77345181 during office hours.

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 8th of April 2025 (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. Copies Academic Transcripts/ Certificates of Class X/Class XII/Degree/Master.
- v. Experience certificates.
- vi. Two recommendations/referral letters from non-family related referees.
- vii. Copy of valid Citizenship Identity Card.
- viii. Medical Fitness Certificate issued by a competent Medical Doctor (issued within 6 months).
- ix. Valid Security Clearance Certificate (online screenshot).
- x. CIB Report.
- xi. No Objection Certificate from working agency if employed.
- xii. RAA audit clearance if currently employed or previously employed.

Management

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