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**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**



No. RICB/CO/HRD (03)/2025/3033

March 06, 2025

### 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	Associate Branch Officer II	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 Financial Management 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%	
2	Associate Branch Officer III	1	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)	

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

**eMail: [contactus@ricb.bt](mailto:contactus@ricb.bt) Visit us @ [www.ricb.bt](http://www.ricb.bt) Call us @ 1818**



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**NB:**

- i. Applications with incomplete documents will not be accepted.
- ii. Certificate/Diploma 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 20<sup>th</sup> of March, 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. Academic Mark sheets (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. No Objection Certificate from working agency if employed (if shortlisted).
- x. RAA audit clearance if currently employed or previously employed.

**Management**

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