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**Bhutan Insurance Limited**  
*Providing Security. Building Confidence*

Your insurer of  
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### Vacancy Announcement

Bhutan Insurance Limited is pleased to announce vacancies for the following positions:

Sl. No.	Position	Grade after 6 months' probation	Qualification	Slot	Marks Criteria	Additional Requirement and Remarks
1	Development Officer (C.E)	8	B.E. Civil Engineering	1	Minimum 60% in Degree	Preference will be given to candidates with work experience in relevant field.
2	Development Officer (B. Com F/A)	8	Bachelor's Degree (B. Com Finance/Accounting)	5	Minimum 60% in Degree	Preference will be given to candidates with work experience in relevant field.
3	Development Officer (B. Com Acc)	8	Bachelor's Degree (B. Com Accounting)	1	Minimum 60% in Degree	Preference will be given to candidates with work experience in relevant field.
4	Development Officer (General)	8	Bachelor's Degree (General)	1	Minimum 60% in Degree	Preference will be given to candidates with work experience.
5	Development Officer (Media)	8	Bachelor's Degree (Mass Communication/Media Studies)	1	Minimum 60% in Degree	Experience in social media management and graphic designing is required.
5	IT Officer	8	Bachelor's Degree (BCA/BIT/B.Sc. IT/B.Tech IT/B.E. IT)	2	Minimum 60% in Degree	Should be proficient in more than one of the programming languages framework - dot Net, Java, PHP, C++/Knowledge of Ms SQL, PL SQL, MYSQL, and PostgreSQL database. Minimum of 1 year experience in



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						software application development is required.
6	IT Assistant	8 or 9 or 13 in line with qualification	Bachelor's Degree (Network Administration) or Diploma in Computer System and Network or NC II certificate in Computer Hardware Repair and Networking	1	Minimum 60% (Degree/Diploma/NC II Certificate)	Experience required in networking and security configuration, CentOS/Unix/Red Hat Linux, RDBMS: SQL, MYSQL, PostgreSQL, Networking: Fortigate, AD management, switch configuration, etc is preferred. Experience in networking and DC/DR setup environment will be a plus point.
7	Junior Assistant (Auto)	13	NC II/III certificate in Automobile Mechanic/Automobile	1	Minimum 60%	Preference will be given to candidates with work experience in relevant field.

Interested Bhutanese individuals who meet the above criteria may submit the following documents to the Human Resource Department, Head Office, Thimphu, latest by **19<sup>th</sup> December, 2021** along with the duly filled **BIL Job Application form**, which can be downloaded from our website i.e. [www.bhutaninsurance.com.bt](http://www.bhutaninsurance.com.bt)

1. Academic Transcripts & Certificates
2. Curriculum Vitae
3. Two recent passport sized photos
4. Copy of CID card
5. Valid Medical Fitness Certificate
6. Valid Security Clearance Certificate
7. NOC from current employer, if employed.

The complete set of documents should be mailed as one PDF file to [hrofficer.bil@gmail.com](mailto:hrofficer.bil@gmail.com). Applications with incomplete documents will not be accepted.



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Only shortlisted candidates will be notified for the written test/personal interview through phone call/website. Original documents should be produced at the time of interview, without which the candidature will be cancelled.

For more information, please contact the HRD at **02-339893/339894**, extension no. **2042** during office hours.

**Management**