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Bhutan Insurance Limited
Providing Security, Building Confidence

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CHOICE

Vacancy Announcement

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

Sl. No.	Position	Employment Type	Minimum Qualification	Skills	Slot
1	IT Officer (Infra & Networking Department)	Contract (2 years, renewable based on performance)	1. Should hold valid Diploma/Degree Certificate in Computer Networking System or Equivalent course. 2. Should have minimum working experiences of 5 years in in the Networking Management Fields. 3. Should have good working experiences in WAN/LAN, FortiGate Firewall & Routers, Networking Switches and VPN networking configurations. 4. Should have good working experience in Active Directory, VM serves, and DR sites, etc.	<ul style="list-style-type: none">• ICT infrastructure Management• Cyber security & patch management.• Maintenance of network and data communications infrastructure platforms	1
2	Legal Officer (Assistant Manager)	Regular	Minimum Qualification of LLB (Bachelor of Law) from University recognized by Bhutan Accreditation Council with Post Graduate Diploma in National Legal Studies (PGDNL) with minimum of 60% in Degree (LLB), Class XII & Class X and 5 years of working experience in relevant field. Preference shall be given to candidates with Bar Council Certificate.		1
3	Junior Assistant III	Regular	Minimum Qualification of Class XII (Commerce) Completed on or after 2019 with minimum of 60% in Class XII & Class X		3



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4	Sales Executive	Contract (1 year, renewable based on requirement and performance) Placement: Phuentsholing	Minimum Qualification of Class XII (Commerce) Completed on or after 2019 with minimum of 60% in Class XII & Class X	1
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Interested individuals who meet the above criteria may submit their application to the Human Resource & Administration Department (HRAD) via email at hrofficer.bil@gmail.com latest by **8th December 2022**.

The following documents are required:

1. Duly filled BIL Job Application form (Download from www.bhutaninsurance.com.bt)
2. Curriculum Vitae
3. Academic Transcripts & Certificates
4. Copy of CID card
5. Copy of Valid Medical Fitness Certificate
6. Copy of Valid Security Clearance Certificate
7. NOC from current employer, if employed.

Important Note:

- The complete set of scanned documents should be mailed as **one PDF file**.
- BIL shall not accept any physical applications.
- Applications with incomplete documents will not be considered.
- Candidates should be willing to accept placement in any BIL branch and extension offices throughout Bhutan.



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

For further information, please contact the HRD at **02-339893/339894**, ext. **2042** during office hours.

Management