



BIL/TH/HRAD-HO/2023/2872

Date: 07th June, 2023

VACANCY ANNOUNCEMENT

Bhutan Insurance Limited is pleased to announce vacancies for the following post on Regular appointment w.e.f 01/07/2023:

Sl. No	Position	Slot(s)	Minimum Qualification	Eligibility Criteria/Experience
1	Manager (Insurance)	1	Bachelor's Degree/Masters (Preference shall be given to Master's candidate)	Work experience - minimum 10 years in the relevant field
2	Manager (Risk)	1		
3	Manager (CSPD)	1		
4	Assistant HR/Adm Officer	1	Bachelor's Degree in Business Administration/Human Resource	Class X: 55% (Eng+ Four best subjects)
				Class XII: 55% (Eng+ Three best subjects)
				Degree: 60%
5	Development Officer (Insurance)	1	Bachelor's Degree in Business Administration/ Marketing	Class X: 55% (Eng+ Four best subjects)
				Class XII: 55% (Eng+ Three best subjects)
				Degree: 60%
6	Development Officer (Insurance)	3	Bachelor's Degree in Commerce (Finance/ Accounts)	Class X: 55% (Eng+ Four best subjects)
				Class XII: 55% (Eng+ Three best subjects)
				Degree: 60%
7	Legal Officer	1	Bachelor's Degree in Law (L.L.B) with BAR License	Class X: 55% (Eng+ Four best subjects)
				Class XII: 55% (Eng+ Three best subjects)
				Degree: 60%
8	Assistant Legal Officer	1	Diploma in National Laws	Class X: 55% (Eng+ Four best subjects)
				Class XII: 55% (Eng+ Three best subjects)
				Diploma: 60%



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9	Engineer	2	Bachelor's Degree in Civil Engineering	Class X: 55% (Eng+ Four best subjects)
				Class XII: 55% (Eng+ Three best subjects)
				Degree: 60%
10	Assistant Development Officer (Engineer)	3	Diploma in Civil Engineering	Class X: 55% (Eng+ Four best subjects)
				Class XII: 55% (Eng+ Three best subjects)
				Diploma: 60%
11	Junior Assistant III	6	Class XII passed (2020 onwards)	Class X: 55% (Eng+ Four best subjects)
				Class XII: 55% (Eng+ Three best subjects)
12	Software Developer	2	Master/Bachelor's Degree in Computer Science, Software Engineering, or a related field	Degree: 60%, Proven work experience- preferably more than 5 years as a Software Developer.
13	Database Administrator	1	Master/Bachelor's Degree in Computer Science, Information Technology, or a related field (or equivalent experience)	Degree/Master: 60%, Proven work experience as a Database Administrator or in a similar role.
14	IT Officer (Infra & Networking Department)	1	Bachelor's Degree/Diploma Certificate in Computer Networking System or Equivalent course.	Diploma/Degree: 60%, Work experience- Minimum 3 years in the Networking Management Fields.

Interested applicants fulfilling the above criteria may submit their application to Human Resource Department via mail at hro@bil.bt latest by **14th June, 2023**.

The following documents are required:

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



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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 accepted.
- Only shortlisted candidates will be notified for the written test/personal interview through phone call/website a day in advance and kindly be available.
 - Written exam date: 18th June, 2023 and Interview Date: 21st and 22nd June, 2023.
- Original documents should be produced at the time of interview, without which the candidature will be cancelled.
- The selected candidates will be placed in any Branch or Extension office of BIL.

For, further information please contact the HRA Department at 02-339893/339894, ext.2042 or email to hro@bil.bt during office hours.

Management