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

Your insurer of  
CHOICE

**Vacancy Announcement**

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

Sl. No.	Position	Key Skills	Eligibility Criteria	Slot
1	IT Officer (Application Developer)	<ol style="list-style-type: none"><li>1. Software Development &amp; Implementation.</li><li>2. System integration using end points.</li><li>3. Project handling and Implementation</li><li>4. Collaboration and Team Management</li><li>5. Data migration</li></ol>	<ol style="list-style-type: none"><li>1. Should hold valid Degree Certificate in BSc. Computer Science or Equivalent course.</li><li>2. Should have minimum working experience of 3 years in software development related fields.</li><li>3. Should have good working experiences in PHP Laravel Framework, jQuery latest Java Framework.</li><li>4. Should have knowledge of MySQL, MS SQL or PostgreSQL database.</li><li>5. Should be able to implement ISO standards best practices security system.</li></ol>	1



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2	IT Officer (Networking Administrator)	<ol style="list-style-type: none"> <li>1. ICT infrastructure Management.</li> <li>2. Cyber security &amp; patch management.</li> <li>3. Maintenance of network and data communications infrastructure platforms</li> </ol>	<ol style="list-style-type: none"> <li>1. Should hold valid Diploma/Degree Certificate in Computer Networking System or Equivalent course.</li> <li>2. Should have minimum working experience of 3 years in WAN/LAN Setup, Firewall &amp; router configurations and Servers and Networking Management fields.</li> <li>3. Should have good working experiences of working with FortiGate Firewall, routers and networking switches.</li> <li>4. Should have good working experience in Active Directory, VM servers, etc.</li> <li>5. Should have good working experiences in setting up VPN network system.</li> </ol>	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](mailto:hrofficer.bil@gmail.com) latest by **30<sup>th</sup> July 2022**.

The following documents are required:

1. Duly filled BIL Job Application form (Download from [www.bhutaninsurance.com.bt](http://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.



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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 considered.

Only shortlisted candidates will be notified for the practical 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 further information, please contact the HRD at **02-339893/339894**, ext. **2042** during office hours.

**Management**