

RAMAN RESEARCH INSTITUTE**Bengaluru 560080****Advt. No. 16/2026 dt. 04.06.2026**

The Raman Research Institute is a premier institute engaged in research in basic sciences, funded by the Government of India, Department of Science and Technology. The Institute invites **ONLINE** applications from eligible Indian Nationals to fill up the following vacant regular posts through Direct Recruitment.

SI. No.	Name of the Post	Pay Level (As per 7 th CPC)	Vacancy	Reservation				
				UR	SC	ST	OBC (NCL)	EWS
1	Personal Secretary	8	1	1	0	0	0	0
2	Assistant	4	6	5	0	0	0	1

Prescribed Minimum Qualification /Experience/Age:

1	Personal Secretary	<p>Essential: (i) Graduate in any discipline from a recognized university (ii) Minimum experience of 3 years in secretarial work in Central Govt. Office/State Govt. Office/Central Autonomous Body/Govt. of India Undertaking/University/Research Institute</p> <p>Desirable:</p> <ul style="list-style-type: none">• Exposure in computerized working environment• Knowledge of software tools for secretarial work• Good communication skills <p>Upper Age Limit: 30 years as on last date of application</p>
2	Assistant	<p>Essential: 1) Graduate in any discipline from a recognized university or equivalent 2) Minimum 3 years' experience in a central government organization / PSU/ Autonomous body in General Administration/ Purchase/ Accounts related matters</p> <p>Desirable:</p> <ul style="list-style-type: none">• Exposure in computerized working environment• Good communication skills – both verbal and written in Hindi, English and Kannada <p>Upper Age Limit: 28 years as on last date of application</p>

Last date and time for submission of online application – 06 July 2026 till 11:59pm.

Method of Selection:

Written test (Objective and Descriptive)

The examination will be conducted in two stages:

Stage-1: Written test – Objective

Stage-2: Written test – Descriptive

The candidates will be shortlisted for Stage-2 examination based on the score obtained in Stage-1 examination viz. objective.

Terms and conditions:

1. The candidate must be a citizen of India.
2. The appointments are on regular basis with a probation period of 2 years.
3. Uploading and submission of Marks Cards & Certificates in support of Qualification (starting from Class 10th onwards), marks obtained by them in the essential qualification degree, Caste, Experience (3 years of secretarial work experience or 3 years of experience as applicable for the post applying for) is mandatory along with the online application form. Applications will be summarily rejected without these attachments. No further correspondence will be entertained in this regard.
4. The details filled-in by the applicants in the application form will be duly verified before publishing the results. If the candidates fail to provide the authentic proof for the details filled-in by them, their candidature will be summarily forfeited.
5. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate / Birth Certificate will be accepted by the Institute for determining the age and no subsequent request for change will be considered or granted.
6. All the employees appointed to Institute service on or after 01.01.2004 will be covered under the New Pension Scheme (NPS).
7. During the period of service, every employee shall be covered under CCS (Conduct) Rules and CCS (CCA) Rules etc.
8. The prescribed qualifications are the minimum required and the mere fact that a candidate possesses the same will not entitle them for being called for a written test.
9. Candidates have to apply only through the RRI recruitment portal, online. Candidate should take a print-out of application submitted online and retain the same with them for future reference.
10. Candidates working in Government / PSU / Autonomous Bodies should obtain NOC from the present employer and upload online. However, applications without NOC will also be considered provided the candidate uploads a duly signed undertaking that the NOC will be submitted at the time of verification of certificates.
11. Candidates should submit applications well in advance, without waiting until the last date.

12. Call letters to attend the written test will be sent to the candidates only by e-mail. Candidates are required to check their registered mail frequently.
13. The Institute reserves the right to reject any application without assigning any reason. The Institute also reserves the right to cancel the advertisement/ recruitment process at any stage due to administrative reason. No correspondence will be entertained in this regard.
14. Candidates will have to appear for written test at Bengaluru at their own cost.
15. The Institute reserves the right to verify the antecedents and documents submitted by the candidate. In case it is found that the documents submitted by the candidate are not genuine, then the services shall be terminated after due process, and disciplinary/criminal proceedings will be initiated of such candidates even after appointment.
16. A non-refundable Application Fee of ₹ 250/- is payable through the online recruitment portal. The candidates applying for multiple posts should submit separate applications and remit fees for each post. No fee shall be charged for SC/ST/Woman/Divyaang candidates. Failing to remit the fee in case of applicable category candidates as per the instructions shall render rejection of the application.
17. The recruitment portal will be open from 04 June 2026 for submission of applications online. Interested individuals are requested to go through the Institute's career page: <https://www.rri.res.in/careers/regular-other-openings> for the notification and other details.
18. Courts' Jurisdiction: Any dispute in regard to this recruitment will be subject to the courts in Bengaluru.
19. Disqualifications: No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

In case of any queries, please contact: 080-24424403 / recruitment.nt@rri.res.in

Sd/-
Administrative Officer