

**RAMAN RESEARCH INSTITUTE
BENGALURU 560080**

Advt. No. 08/2026 dt. 05.03.2026

The Raman Research Institute (RRI), funded by the Government of India, is a premier institute engaged in research in basic sciences. More information about the Institute, the fields of research, and other details can be viewed at its website www.rri.res.in. Applications are invited from retired employees, preferably from the research institutions for **two posts of Consultants (Admin. support)** on a contractual basis.

Employees **retired** from the Government of India/Autonomous Institutions/Quasi-government organizations having the following qualifications are eligible for consideration for the post.

Please note the following details:

Name of the post	Consultant (Admin. support)
Essential qualifications	1. Retired from Level 6 or above at the time of retirement as per 7 th CPC (Central Govt. Office / Central Autonomous Body/ Quasi Government organizations)
Nature of duties in brief / responsibilities	Responsibilities include the following among many others: a. Regular/day-to-day administration jobs b. Maintenance of Service Books of employees c. Supporting the recruitment process d. Noting and drafting on matters related to Administration e. Records management: i. Maintenance of digital files (soft copies) through storage, backups ii. Maintenance of physical documents (hard copies) through filing and archiving, including secure backup of documents, which shall cover creation, storage, retrieval, and disposal of documents.
Maximum age limit	64 years as on the last date for receipt of applications: 06-04-2026
Remuneration	Last pay drawn minus pension + TA as per DoPT orders.
Place of duty	Raman Research Institute, Bengaluru
Period of engagement	Initially, for one year. Extendable on a yearly basis till attaining the age of 65 years.

How to apply :

1. Applications can be sent in a sealed cover superscribing the post applied for on the envelope to the Administrative Officer, Raman Research Institute, C.V. Raman Avenue, Sadashivanagar, Bengaluru – 560080. Applications received after the last date will not be considered.
2. Any queries regarding filling up the application form can be addressed to recruitment.nt@rri.res.in
3. Candidates need to attach copies of documents related to essential work experience, age, and pension payment order (PPO) along with the application.

4. Candidates already in service are not eligible.
5. Incomplete applications will not be considered.
6. Last date for receipt of applications at RRI: **06 April 2026**

General information:

1. The Institute reserves the right to restrict the number of candidates for interview/personal discussion to a reasonable limit, on the basis of relevant qualification and experience higher than the minimum prescribed in the advertisement.
2. Second-class train fare for attending the interview shall be reimbursed to the candidate on the provision of original tickets.
3. Mere fulfilling the essential and desired qualifications will not entitle an applicant to be called for an interview.
4. The Institute reserves the right not to fill the post herein advertised.
5. Canvassing in any form shall disqualify the candidate.

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