RAMAN RESEARCH INSTITUTE
Bengaluru 560080

Advt. No. 11/2025 – dt. 16/04/2025

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 applications from eligible Indian Nationals to fill up the following vacant regular post purely through deputation basis.

Sl. No.	**Name of the Post**	**Pay Level (As per 7th CPC)**	**Vacancy**
1	Assistant Administrative officer I	10	**01**

Prescribed Minimum Qualification /Experience/Age:

1	Assistant Administrative officer I	Essential: (1) Graduate in any discipline from recognized university and Officials of Central Govt. Office/State Govt. Office/ University/ Recognized Research Institutes/Semi-Govt., Statutory/Central Autonomous Body with the following:- (i) Holding analogous post; or (ii) With 2 year of regular service in Pay Level-9 ;or (iii) With 4 years of regular service in Pay Level-8; or (iv) With 5 years of regular service in Pay Level-7 Maximum Age Limit – 56 years as on the closing date of application.

Last date for submission of application – **20 June 2025**

Method of Selection: Personal Interview

Terms and conditions:

1. The candidate must be a citizen of India.
2. The initial period of deputation shall be 2 years.
3. 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.
4. Date of Birth filled by the candidate in the 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.

5. During the period of service, every employee shall be covered under CCS (Conduct) Rules and CCS (CCA) Rules etc.
6. 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 the interview.
7. Applicants should submit the application through proper channel, failing which, the applicant will not be allowed to appear for interview. Applicants are advised to go through all parameters indicated in this notice and satisfy themselves of their suitability with regards the age limits and essential qualifications for the posts before applying.
8. Call letters to attend the interview will be sent to the candidates only by e-mail. Candidates are required to check their registered mail frequently.
9. 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.
10. Candidates who appear for interview will be paid an amount equivalent to 2nd A/C train fares by shortest route or actual whichever is less from your place of residence to Bangalore.
11. 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.
12. The terms of deputation will be governed by DOPT OM No. 6/8/2009 – Estt (Pay II) DTD 17.06.2010 as amended from time to time
13. Courts' Jurisdiction: Any dispute in regard to this recruitment will be subject tothe courts in Bangalore
14. 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 tothe service provided that the Central Government may, if satisfied that such marriageis 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.

How to Apply:

Applications can be sent in a sealed cover super-scribing the post applied for onthe envelope to the Director, Raman Research Institute, C.V. Raman Avenue, Sadashivanagar, Benguluru – 560080. Applications received after the last date will not be considered.

Sd/-
Administrative Officer

RAMAN RESEARCH INSTITUTE
Bengaluru 560080

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APPLICATION FORMAT

Please paste passport size photograph here

1.	Name and address (In Block Letters)	
2.	Post applied for	
3.	Date of Birth (DD/MM/YYYY)	
4.	Date of superannuation (DD/MM/YYYY)	
5.	Status of your present employer (Pl. specify whether Central Govt. /State Govt. /Autonomous / Statutory Body / PSU /others (specify)	
6.	Initial date of appointment in Govt. Service	
7.	Office address with Telephone No. & email	
8.	Residential Address with Telephone No.	
9.	Present post held along with Pay Level and present basic Pay /Pay Scale /pay Bank and Grade pay of the post held	
10.	Educational Qualifications	
11.	Please state clearly whether in the light of entries made by you below, you meet the requisite Essential Educational and other qualifications and work experience required for the post (if any qualifications have been treated as equivalent to the one prescribed in the Rules. State the authority for the same)	

	Essential		Qualification / Experience required	Qualifications / Experience possessed by the officer
		1		
		2		
		3		
	Desirable (wherever applicable)	a		
		b		
		c		

12.	Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is in sufficient					
	Office / Institution	Post held	From	To	Scale of pay and basic pay in old pay hand	Nature of duties (In details)
13.	Nature of present employment i.e. adhoc or Temporary or / quasi-permanent or Permanent					
14.	In case of present employment is held on deputation / contract basis, please state:- A. The date of initial appointment. B. Period of appointment on deputation / contract C. Name of the parent office / organization to which you belong					
15.	Please state whether you are working in the same department and are in feeder grade or feeder to feeder grade					
16.	Total emoluments per month now drawn					
17.	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to:- (i) Additional academic qualification (ii) Professional training and (iii) Work experience over the above					

	prescribed in the vacancy circular/ Advertisement) Note: Enclose a separate sheet, if the space is insufficient	
18.	Please state briefly how you find yourself best suitable for the posts applied for	

I have carefully gone through the vacancy circular / advertisement, and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by Raman Research Institute at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In event of my selection, I shall abide by terms and conditions of the services attached to the post.

Signature: _____

Name: _____

Date:-

(Certification by the Employer /Cadre Controlling Authority)

The information / details provided in the above application are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the Advt. If selected, he /she will be relieved immediately.

It is also certified that:-

i) There is no vigilance or disciplinary case pending / contemplated against Shri / Ms
ii) His / her integrity is certified.
iii) His / her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above or equivalent are enclosed.
iv) No major / minor penalty has been imposed on him / her during the last 10 years or A list of major / minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be)
v) Cadre Controlling Authority has no objection to the consideration of the applicant for the posts mentioned in this advertisement on deputation basis.

Signature _____

Name and Designation _____

Tel No. _____

Office Seal. _____

Place:-

Date:-

List of enclosures:-

1.

2.

3.

4.

5.

6.