

RAMAN RESEARCH INSTITUTE

Bengaluru – 560080

Advt. No. 23/2026 Dt.26-10-2026

ADMINISTRATION TRAINEES

The Raman Research Institute, funded by the Government of India, is a premier institute engaged in basic science research. More information about the Institute, its research activities and other details are available on the Institute website: <https://www.rri.res.in>.

Applications are invited for 06 posts of ADMINISTRATION TRAINEES.

Nature of Training / Job Description

The selected candidates will undergo on-the-job training in various administrative functions of the Institute. The training may include exposure to areas such as establishment and personnel matters, recruitment-related activities, maintenance of records, office administration, correspondence, accounting, bookkeeping, preparation and processing of official documents, service matters, and other administrative functions as assigned from time to time.

Stipend

A consolidated Stipend of Rs. **31000/-** per month will be paid to the selected candidate.

Tenure

The tenure will be for a period of two years (24 months), subject to satisfactory performance and successful completion of the performance review conducted every six months.

Essential Qualifications

- Bachelor's Degree in any discipline from a recognised University/Institution.
- Knowledge of computers and proficiency in using standard office applications.

Desirable

- Good written and oral communication skills in English, Kannada and Hindi
- Good working knowledge of MS Office/office productivity applications.

Upper Age Limit

The upper age limit is 25 years as on the last date for receipt of applications.

Last Date for Receipt of Applications

The last date for receipt of applications is **28 November 2026** (23:59hrs).

Applications received after the last date will not be considered.

Selection Procedure

The selection will be based on the candidate's performance in a Screening Test, followed by an Interview.

The Institute reserves the right to shortlist candidates for the Screening Test based on the qualifications and other criteria prescribed in this advertisement.

Only shortlisted candidates will be called for the Interview. The final selection will be based on the candidate's performance in the prescribed selection process and the decision of the Institute shall be final.

General Information

1. Candidates who are desirous of being considered strictly on the aforesaid terms and conditions may apply online through the link given below, duly uploading the required documents in support of their application, on or before the last date.
2. Candidates must apply online only. Applications submitted physically or through any other mode shall not be considered.
3. Candidates should ensure that they fulfill the prescribed eligibility criteria before submitting their applications.
4. Mere fulfillment of the essential qualifications will not entitle an applicant to be called for the Screening Test or Interview.
5. The Institute reserves the right to restrict the number of candidates called for the Screening Test/Interview to a reasonable limit based on qualifications and other relevant criteria higher than the minimum prescribed in the advertisement.
6. Call letters/information regarding the Screening Test and Interview will be communicated only to shortlisted candidates through their registered email address. Candidates are advised to regularly check their registered email.
7. No TA/DA will be provided for attending the Screening Test/Interview.
8. The selected candidate will have no claim for regular or permanent appointment in the Institute during or after the training period.
9. The training period/engagement may be terminated by either side by giving one month's notice, or as per the applicable terms of engagement.
10. The Institute reserves the right to cancel the advertisement/recruitment process at any stage due to administrative reasons, without assigning any reason.
11. The Institute reserves the right to reject any application without assigning any reason.
12. The Institute reserves the right to verify the authenticity of the documents submitted by candidates at any stage of the selection process or during the tenure of the trainee. Submission of false or incorrect information/documents will result in disqualification and/or termination of engagement.

13. Canvassing in any form will disqualify the candidate.
14. No accommodation will be provided on the Institute campus during the tenure of the training.
15. Any addendum/corrigendum regarding this advertisement will be published on the Institute website only.
16. Courts' jurisdiction in regard to this recruitment shall be Bengaluru.
17. All correspondences with respect to the issue of call letter, interview intimations, etc. will be done through the official email id's of the candidates.
18. In case of additional information/ clarification, kindly mail to: recruitment.nt@rri.res.in

How to Apply

Interested candidates should apply online by filling up the application form and uploading the relevant documents/certificates.

Application Link: <https://safal2.rri.res.in>

Last date for submission of application: **28 November 2026 (23:59hrs).**

Candidates are advised to carefully read the advertisement and ensure that they meet all the eligibility criteria and other conditions before applying.