

# RAMAN RESEARCH INSTITUTE

Sadashivanagar, Bengaluru – 560080



**Advt. No. 16/2026 dt. 04.06.2026**

**Raman Research Institute** is a premier autonomous institute engaged in research in basic sciences funded by the Government of India. The institute invites applications for the following positions on direct recruitment basis:

Name of the post	Personal Secretary	Assistant
Number of vacancies	1	6
Category Classification	UR	5 UR; 1 EWS
Particulars of pay	Pay Level 8	Pay Level 4
Essential	<ol style="list-style-type: none"><li>1. Graduate in any discipline from a recognized university.</li><li>2. 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.</li></ol>	<ol style="list-style-type: none"><li>1. Graduate in any discipline from a recognized university.</li><li>2. Minimum 3 years experience in Central Organisation / PSU / Autonomous Body in General Administration / Purchase / Accounts related matters.</li></ol>
Desirable	<ol style="list-style-type: none"><li>1. Experience in computerized working environment</li><li>2. Knowledge of software tools for secretarial work</li><li>3. Good communication skills.</li></ol>	<ol style="list-style-type: none"><li>1. Exposure in computerized working environment.</li><li>2. Good communication skills - both verbal and written in Hindi, English and Kannada.</li></ol>
Age limit	30 years as on last date of application	28 years as on last date of application

Last date for receipt of online application is 06 July 2026

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For more details please visit, <https://www.rri.res.in/careers/other-openings>