

RAMAN RESEARCH INSTITUTE

Bengaluru 560080

(Advt 1/2022 – dtd 16/8/2022)

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.

Applications are invited for **one post of Administrative Officer – UR** in Level-13 under CCS(RP) Rules 2016 (Total emoluments at the minimum of the scale are Rs.2.00 lakhs; approximately). The Administrative Officer of the Institute is Head of the Administration, which includes General Administration, Finance, Purchase & Stores, Estate & Buildings, Security and Transport. The post of Administrative Officer is a senior position in the Administration with high degree of participation in the management of the Institute and hence would be expected to work together with senior management and act in the broader interests of the Institute with responsibility of care for the Institute and its members. The Administrative Officer is also expected to assist the Senior Management in Institute's Academic Programs.

Qualification & Experience:

Essential: 1) Post Graduate with a minimum of 55% marks 2) Knowledge of use of personal computers and applications 3) Minimum 10 years' relevant experience in Pay Band-3 in the Grade Pay of Rs.5400 and above out of which at least 3 years of experience in PB-3 in the grade pay of Rs.6600 and above or equivalent level equivalent in a Central Govt. Office/State Govt. Office/ Central Autonomous Body / Government of India Undertaking 4) excellent communication skills – spoken as well as written in English and familiarity with the usage of official language and policy.

Desirable: (1) Additional qualifications such as Post Graduate Diploma/ Master's Degree in Management / Law / Commerce and/or CA / CS / ICWA/SAS (2) Thorough knowledge in dealing with: general administrative and establishment matters, Government of India rules and procedures, and their application to service matters at supervisory or independent level. (3) Experience in implementing rules and regulations pertaining to Recruitment, Promotions, Reservations policies, Disciplinary matters, Labour Laws, drafting policy matters, 4) Familiarity with government procedures in contract management and procurement, 5) Experience in handling academic matters like admissions, hostel maintenance, logistic support in organizing seminars/conferences, (6) Proven ability to interact and follow up with funding agencies, statutory agencies like IT, Customs and other statutory agencies, Auditors, Legal advisers, etc., (7) Familiarity with procedures in preparation of Budgeting and Accounts. Candidates should be highly self-motivated, have excellent leadership ability for managing the various personnel in the day to day Administration of the Institute, and in addition a positive attitude while taking care of matters related to members of the Institute across all levels with sensitivity and regard.

Upper age limit – 50 years.

Last date for receipt of applications: 19th September 2022. Age and experience will be reckoned as on the last date for receipt of applications.

Nationality: Candidates must be citizens of India.

General Information: (I) The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications will not entitle an applicant to be called for interview. The Institute reserves the right to relax any of the above requirements in exceptional cases and/or in case

of persons already holding comparable position in a University/Research Institution/Central/State Government/Public Sector Undertakings. (II) The Institute reserves the right not to fill the post herein advertised. (III) Canvassing in any form shall disqualify the candidate. (IV) Shortlisted candidates will be requested to appear for a written test / personal interview at the Raman Research Institute. Single Second AC train fare for attending test/interview shall be reimbursed to the candidate on provision of original tickets.

(V) Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their applications is found to be false, their candidature will be liable to be rejected.

(VI) The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be liable to be terminated.

(VII) Candidates are required to carry their original documents of educational qualifications and work experience at the time of attending the test/interview for verification.

How to apply: Applications can be sent in a sealed cover super-scribing 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.

Application Format: (1) Advt. No. (2) Name, Serial No. of the Post (3) Name of the applicant (4) Date of Birth (attach certificate) (5) Nationality (6) Whether belonging to SC/ST/OBC (attach certificate incl. Non-Creamy Layer for OBC) (7) Permanent Address (8) Address for correspondence (9) Qualifications starting from SSC/X Std. (attach copies of certificates) (10) Experience with details of organization, post held, duties performed, duration of service, scale of pay, basic pay from the beginning (attach copy of certificates). (11) Names and addresses of two referees, with their email ids and cell numbers/telephone numbers, who are familiar with your professional work. (12) Testimonials, if any, attesting exceptional contributions/performances.

General Conditions: Applicants from government/autonomous bodies/PSUs should submit NOC at the time of interview, if the application is not forwarded through proper channel. 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.