



Bhandarkar Oriental Research Institute

812, Shivajinagar, Chiplunkar Road (ILS Law College Road),
Pune – 411004 (India)

Date: July 30, 2026

Bhandarkar Oriental Research Institute, Pune invites applications for the post of Administrative Officer.

Eligibility: Retired officer, preferably from the Armed Forces, Police or a similar disciplined service; Post-graduate degree from a recognised University; demonstrated experience in office administration, estate management, general administration, public relations and human resources; proficient in MS Office; capable of independently handling PR and HR functions.

Age: 50–55 years; relaxable for exceptional experience.
Remuneration: No bar for the right candidate.

Email CV to secretary@boriindia.org within 7 days.