

Walk-in interview
School of Applied Sciences, Engineering and Technology (SASET)
Location:RashtriyaRaksha University, Lavad, Ta- Dahegam, Gandhinagar,
Gujarat, India

Date: Jan 16, 2021, Wednesday(Refer each position for respective interview time schedules)

Position Title: Project Research Strategist (1 post)

Department/ Office: School of Applied Sciences, Engineering and Technology (SASET)

Posting Period: Contractual Basis

Date: Jan 16, 2021

Timing: 1000 hrs to 1300 hrs (Please report 30 mins before the interview scheduled time to review your documentation)

Educational Qualification & Experience:

- Master's degree from a recognized University with specialization in international law.
- International experience working in the field of law and research with some international organization(s).
- Proven knowledge of structure and content of foreign policy and laws.
- Able to communicate with key stakeholders to determine project requirements and objectives.
- Able to conduct qualitative and quantitative analysis.

Other Desirable Qualification:

- Able to analyze case studies and guiding principles, deduce and evaluate information to determine compliance with policies and project proposals and objectives.
- Excellent communication skills to make presentations and business pitches to potential clients and senior management.
- Excellent interpersonal and conflict resolution skills.
- Communicate effectively in writing reports, drafting compliance documents with utmost precision and without supervision.

Key Responsibilities:

- Analyze and coordinate the schedule, timeline, procurement, and budget of various projects in the field of security and innovation.

- Lead and manage joint research, academic and training activities, especially in the field of security.
- Develop and update project plans including information such as objectives, technologies, schedules, and funding.
- Collaborate to formulate policies, offer analytical support to subordinates and give briefs to the senior management.
- Prepare study reports, memoranda, briefs, testimonies, reports or other written materials to inform government or private organizations.
- To complete post-excavation analysis and reporting on projects undertaken in a timely manner and to the highest professional standard
- Develop capability and procedures within the field team to enhance the commercial performance and academic standing.

Position Title: Communications Coordinator (1 post)

Department/ Office: School of Applied Sciences, Engineering and Technology (SASET)

Posting Period: Contractual Basis

Date: Jan 16, 2021

Timing: 1000 hrs to 1300 hrs(Please report 30 mins before the interview scheduled time to review your documentation)

Educational Qualification & Experience:

- Bachelor's degree from a recognized University with minimum of 5 years of field experience in communications marketing and advertising.
- Proven work experience in communications, media marketing and advertising
- In-depth knowledge of SEO, keyword research and media relations
- Proven work experience in multiple social media platforms
- Ability to deliver creative content (text, image and video) on various platforms

Other Desirable Qualification:

- Familiarity with online marketing strategies and marketing channels
- Ability to grasp future trends in digital technologies and act proactively
- Excellent communication skills
- Excellent analytical and writing skills

Key Responsibilities:

- Develop and implement communications and other media strategies to attract and increase viewer audience
- Research audience preferences and discover current trends
- Create engaging text, image and video content
- Design posts and maintain and monitor different platforms for multiple departments
- Measure web traffic and monitor SEO
- Stay up-to-date with changes in all communications platforms ensuring maximum effectiveness
- Produce reports based upon online traffic and media activities
- Develop an optimal posting schedule, considering web traffic and customer engagement metrics

Position Title: Project Research Coordinator(2 Posts)

Department/ Office: School of Applied Sciences, Engineering and Technology (SASET)

Posting Period: Contractual Basis

Date: Jan 16, 2021

Timing: 1000 hrs to 1300 hrs(Please report 30 mins before the interview scheduled time to review your documentation)

Educational Qualification and Experience:

- Bachelor's degree from a recognized University
- Minimum of one-year experience in the field of research

Other Desired Qualifications:

- Excellent communication skills in English
- Ability to interpret and understand regulations, rules, procedures, etc.
- Aptitude for encouraging overall academic and research environment and understanding the capability and capacities of teaching and research staff.

Key Responsibilities:

- Identify, determine project objectives and communicate with both internal and external clients for collaboration purposes.
- Conduct academic, research, training and extension activities in assigned areas/ projects.
- To complete post-excavation work to all agreed University standards with the given budget and time frame.
- To ensure professional standards of work are maintained and projects are completed to time and budget.
- To complete post-excavation analysis and reporting on projects undertaken in a timely manner and to the highest professional standard
- Develop capability and procedures within the field team to enhance the commercial performance and academic standing.
- Develop and maintain links with relevant professional bodies.

Position Title: Financial Specialist (1 post)

Department/ Office: School of Applied Sciences, Engineering and Technology (SASET)

Posting Period: Contractual Basis

Date: Jan 16, 2021

Timing: 1300 hrs to 1530 hrs (Please report 30 mins before the interview scheduled time to review your documentation)

Educational Qualification and Experience:

- Bachelor's degree from a recognized University with concentration in Commerce, Accounts, Finance or related field
- Minimum experience of 7 years in financial analysis, finance and marketing, funds raising, budgeting and drafting or related fields.

Other Desired Qualifications:

- Excellent oral and written communication skills with fluency in English to communicate with both national and international clients.
- Proven experience in solving complex problems related to and managing finances
- Extensive knowledge of procurement, developing, drafting financial reports for documentation maintenance and filing purpose.

Key Responsibilities:

- Liaise with government departments, funding institutions / private agencies, regulatory bodies for all finance matters
- Conduct cost analyses of school, academic, research and training programs
- Lead and contribute account, finance and budgetary tasks by conducting risk management and designing marketing strategies.
- Research, outreach and coordinate government and private organizations for fund raising activities for school
- Ensure all accounting activities and internal audits comply with financial regulations
- Provide guidance to Directors, co-workers and other administration staff on finance, marketing, budget, audit and account matters.
- Forecast and report monthly, quarterly and annual results using latest tools.
- Maintain reports on financial metrics, including investments, return on assets and growth rates

Position Title: Administrative Officer (1 post)

Department/ Office: School of Applied Sciences, Engineering and Technology (SASET)

Posting Period: Contractual Basis

Date: Jan 16, 2021

Timing: 1300 hrs to 1530 hrs (Please report 30 mins before the interview scheduled time to review your documentation)

Educational Qualification and Experience:

- Master's degree from a recognized University.
- Minimum of four years' experience in Finance/Accounts/Start-ups/Education administration in academic-research institute setup/ Government/Semi Government/ Public or Private University/institutions.
- Professional competence includes knowledge of government drafting, database maintenance, policy framing and research
- Knowledge of academic and administrative rules and regulation
- Ability to work with government and academic departments and offices

Other Desired Qualifications:

- Proven knowledge of education sector, policy framing, administrative, procurement and related fields.
- Excellent skills in drafting project reports, filing documents, fund allocation reports as per government and academic policies and guidelines.

Key Responsibilities:

- Prepare and maintain regularly reports on expenses, school budgets and filings for documentation and analysis purposes.
- Coordinate with different organizations for investment opportunities, activities necessary for implementation for documentation and analyses purposes.
- Perform exploratory study to help staff with drafting documents for formal communications.
- Outreach organizations with supervisors and co-workers to assist and support with knowledge of government policies and initiatives.
- Conduct research from time to time to update documentation and business outreach activities.

- Assist account related activities like processing bills, financial marketing and outreach development.

Special Notice

- Documents compulsory at the time of your interview:
 - three copies of your resume with photograph, affixed on all copies.
 - one original and three sets of photocopies of your Academic certificates, Experience certificate and other employment documents (if any).
 - Brief Profile Form and COVID Self-Declaration Form (Refer Annexure I)
- All the candidates are mandated to download “Brief Profile Form” for Non-Teaching Staff (refer Annexure I at the end of this document), duly fill with Garamond 12 font or fill neatly and bring along with them for the interview.
- All the candidates are expected to please read the COVID-19 Guidelines mentioned in Annexure I and follow them during the walk-in-interview. Every candidate has to submit the Corona self-declaration form (refer Annexure I), bring it at the security gate before entering the premises of the University as per Annexure I.
- Please read the Special Notice and Considerations thoroughly before the appointment date.
- If you have any query/questions/concerns, please contact +91-8825494019 between 10 AM and 4 PM, or drop an email to twisha.thakore@rru.ac.in. **Out of Gujarat candidates including Containment Zone (from any state) can apply for online Interview and can share their resume to twisha.thakore@rru.ac.in.**

Considerations

1. Appointment against these positions is for contractual period. The contractual appointment shall end on the stipulated date of expiry of contract stated in the appointment letter. Selected candidates shall have no right to renewal, extension or conversion into permanent employment. The appointment thereof is subject to the availability of the post or funds, budgetary approval or extension of the mandate.
2. Inclusive diversity is aimed for building dynamic force and therefore, qualified females, reserved category, minority candidates are strongly encouraged for the application.
3. The described qualifications and/or experience shall be the minimum requirement, and the mere fact that a candidate possesses the same shall not entitle him/her for interview. The RashtriyaRaksha University shall have the right to restrict the number of candidates to be interviewed to a reasonable level based on better or higher qualifications and experience than the minimum prescribed.
4. RashtriyaRaksha University reserves the right to take appropriate action against such candidate.
5. The RashtriyaRaksha University shall have the right to:
 - a. Maintain a database of the applications for 6 months received from the candidates and contact them in future should the need arise for the vacancy of same or similar position;
 - b. relax any of the qualifications/experience at its discretion;
 - c. not make an appointment to this vacancy and/or at a revised remuneration;
 - d. make an appointment with a modified job description and to fix revised qualification, experience, remuneration and requirements;
 - e. draw/ reserve panel(s) against the possible vacancies in the near future;
6. An impeccable record for integrity and professional ethical standards is essential. Canvassing or influencing in any form on behalf of any candidate will disqualify such candidate.
7. Travel expenses will not be reimbursed for applicants appearing for walk-in interview.
8. In case of any inadvertent mistake in the process of selection, which may come to notice at any stage even after the issue of appointment letter, the RashtriyaRaksha University reserves the right to modify / withdraw / cancel any communication or offer, made to the candidates at any stage. The process of selection, the decision of the RashtriyaRaksha University shall be final and binding
9. If needed, the candidate may be required to stay at RashtriyaRaksha University, Lavad Campus.
10. The University retains the clarification to offset the experience with education qualification and vice-versa.

Annexure-I

COVID-19 Guidelines to be followed during the walk-in-interview.

1. Candidate will not be allowed for **walk-in-interview**, if he/she has any COVID like symptoms. He/she will have to submit the attached declaration from before entering in the premises.
2. Face-mask is compulsory & installed Arogyasetu APP in his/her mobile throughout the process of **walk-in-interview**
3. Any Luggage will not be allowed within the premises during **walk-in-interview**. It should be kept outside the premises.
4. Accompanying person(s) will not be allowed within the premises during the entire **walk-in-interview**.
5. All the Candidates must follow the guidelines of GoG&GoI for social distancing & other rules pertaining to COVID-19 which are published from time to time by Government.

CORONA VIRUS SELF DECLARATION FORM

For the health and safety of our community, declaration of illness is required. Be sure that the information you'll give is accurate and complete. Please get immediate medical attention if you have any of the COVID-19 signs.

1. Name:
2. Mobile number:
3. Appear in the walk-in interview for which position:
4. Date & Time of walk-in interview:
5. Have You Travelled abroad in 2020-2021? Yes_____ No_____.
(If Yes, then answer question 5 and 6.)
6. Name of Area Visited:
7. Dates of Travel:
8. Have you been in contact with people being infected, suspected or diagnosed with COVID-19?
Yes_____ No_____. If answer is Yes, then answer question 8
9. Your relationship with the people and your last contact date with them.
10. Please state whether you've experienced / are experiencing the following symptoms

Sr. No	Symptoms	Yes	No
a.	Fever		
b.	Cough		
c.	Shortness of Breath		
d.	Persistent Pain in the Chest		

I undersigned, herewith declare that all information given above are true to best of my knowledge and I currently do not live in containment zone as per notified by Government.

Date:

Name & Signature of Candidate:

RASHTRIYA RAKSHA UNIVERSITY**(An Institution of National Importance)****Brief Profile of the Candidate for Non-Teaching staff for School of Applied Sciences, Engineering Technology (SASET)**

(The candidates are requested to bring three copies of their filled brief profile form, resume with photograph)

Application Position Title: -----

I – Personal Details			
PostAppliedfor		Paste (do not staple) a recent passport size photograph of the applicant	
Full Name (In Capital Letters)			
Address			
Age	Years: BirthDate / /		
Email ID			
Mobile No.			
Category	GEN / GEN (EWS)/SC / ST / OBC / PH / OTHER (Specify_____)		
II- Educational Qualifications*			
Degree/ Examination Name	Board/ University	Year of Passing	Percentage/ Awarded
HSC :			
Graduation :			
PostGraduate :			
M.Phil :			
Ph. D :			
Other Qualifications if any:			
III - Past Experience*			
Job Position Title	Name of the Organization	From	To
Total Experience in	Year(s):	Months:	
Last Pay (Rs.):			
Any Award/Appreciation certificates received if any:			

IV- Social Media Account details	
1. Face book	
2. Twitter	
3. Instagram	
4. Any others	

***Please attach detailed sheet / resume along with photocopies of relevant documents.**

Signature

I hereby declare that the particulars stated above are true to the best of my knowledge and belief. Whenever required, I shall produce evidence in support of any of the information.

Date: / /

Place:

Signature

Have you been punished during your service or convicted by a Court of Law/ Organization? If so, give details:

Yes/ No

Is any case/inquiry pending against you in any Court of Law/ Organization/ or by law enforcement agencies? If yes, give details:

Yes/ No

If selected for appointment, the minimum period required for joining the post:

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Have you at any time been declared medically unfit by any organization?

Yes/ No

Have you at any time been asked to submit your resignation or discharged or dismissed on any ground by employer? If yes, give details

Yes/ No

How did you come to know about the walk in interview at RRU

Yes/ No

Do you know any RRU employee/student/alumni?

Yes/No

If Yes give details:

Name:

Relation:

For how long you have you known.....

Any other relevant information, if not given above:

Names and Addresses of Two Referees (Other than RRU) with phone and email ID

1. **Name** :
Occupation :
Email :
Phone :
Address :

2. **Name** :
Occupation :
Email :
Phone :
Address :

Signature of candidate

Undertaking

I hereby, declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment (if offered/selected) shall be liable to summarily rejection/termination without notice or compensation.

I hereby declare that I possess the minimum qualification criteria for the post applied as per the advertisement.

Date: _____

Place: _____

(Signature of the Applicant)