



## RASHTRIYA RAKSHA UNIVERSITY (An Institution of National Importance)

Pioneering National Security and Police University of India  
Lavad - Dehgam -382305, Gandhinagar, Gujarat, INDIA

### Walk-In-Interview 01/2022

Walk-In-Interview for following Non- Teaching post purely on contractual basis are being scheduled at Rashtriya Raksha University, Lavad, Ta- Dahegam, Gandhinagar, Gujarat, INDIA

Sr. No.	Name of the Post	Nature of Position	Monthly Fixed Remuneration in INR	Date of Examination and Interview
01	Internship & Placement Associate	Contractual	INR 25,000- INR 35,000	04/02/2022
02	Assistant Hostel Warden (Boys & Girls)	Contractual	INR 25,000- INR 35,000	04/02/2022
03	Student Advisor	Contractual	INR 20,000/-	08/02/2022
04	Vigilance Officer	Contractual	INR 60,000/- on full-time basis / pro rata for part- time basis	08/02/2022

I/c Registrar

## Eligibility Criteria for the Contractual Position

(Sr. No. 01)

Internship & Placement Associate

### Educational Qualification & Experience

- Bachelor's Degree in any discipline.
- Excellent knowledge of computer systems as well as the good speed of English typing
- Must be excellent in oral and written English communications and can draft emails independently.
- Prior working experience with any academic institute shall be preferred.

### Essential Skills/Qualities:

- Good interpersonal skills and can interact independently with students and employers.
- Guide students in their preparation to obtain internship and employment
- Must be excellent in computer
- Arrange training programs for soft skills and for interview-facing skills for the students using institutional and external expertise.
- Maintain up-to-date records of internship and placement of each student.
- Develop and implement marketing plans and strategies for job placement and work-based learning.
- Plan, coordinate and execute various job fairs at the university
- Perform related duties as assigned.
- Comply with college policies, procedures, and health and safety regulations.
- Maintain confidentiality pertaining to all University information and comply with Data Protection Legislation.
- Preference will be given to the female candidates on the merit base

**Note: Preference may be given to female candidates subject to performance in the Interview**

**Educational Qualification & Experience**

- Bachelors in any discipline from recognized University with minimum 3 years' experience in relevant field preferably in academic institution/Government/Semi-Government/private institutions.

**Other desirable Qualification:**

- Fluency in English is essential.
- Excellent verbal and written communication skills.
- Should have adequate knowledge of computers.

**Key responsibilities**

- Overall administration of all the hostels and office of the hostel
- To maintain the coordination of wardens of various hostels for the smooth running of day to day routine work of hostel office
- To take the steps and measures for overall efficient hostel administrations and welfare.
- Maintaining database of students through hostel office
- Making the policy for allotment of hostels to students
- Implementation of decisions taken by the University authorities
- Communicate with the parents/guardians of the inmates
- Allotment of rooms to the students as per the guidelines issued by the office of the hostel.
- To redress the grievances related to the functioning of the hostel and nominate Warden-Representative. Nominate the students for the mess menu committee, hostel maintenance committee, Cleanliness Committee, and other such committees
- Regular visit to the hostel for better interaction with the students
- To give permission to the Guests for residing in the hostel at the request of the students.
- To supervise the working of the hostel staff
- To solve the day to day problems of the students
- To deal with the acts of indiscipline of the students
- Reporting the cases of serious indiscipline/ragging to the Proctorial committee for further action
- To check the various registers and ledgers maintained by the caretaker and mess supervisor from time to time
- To maintain the overall ambiance of the hostel premises
- To ensure proper maintenance of the rooms and hostel premises
- To do other assigned work as discussed and decided by University.
- Candidate must have to stay at Rashtriya Raksha University Lavad Campus.

**Note: Preference may be given to female candidates subject to performance in the Interview**

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**Educational Qualification & Experience:**

- Graduate Degree in any discipline
- Excellent Communication Skills in English. Good working knowledge of Gujarati and Hindi languages is highly desirable
- Experience in advising, counseling, providing guidance to the students
- Experience in dealing with students/trainees/families is desirable.
- Having a background or broader understanding in Security, Defense and Police forces would be helpful.
- Fresh graduates or a person with 2-3 years of working experience will be preferred.

**Key Role & Responsibility:**

1. Help Student in settling down academically, physically and culturally at the RRU
2. Advises on choosing or changing academic programs, navigate with options available in Choice Based Credit System, Online / Distance Learning Opportunities
3. Assists in understanding academic, research and training progress and degree / diploma requirements
4. Provides guidance with financial assistance, research assistance opportunities, national and international internships in consultation with Internship and Placement Branch
5. Assists in understanding the academic, hostel, student conduct regulations and procedures
6. Counsels and helps in developing a plan to deal with academic, research, physical, logistic difficulties
7. Provides guidance inside and outside campus services – accommodations, housing, money matters, transportation, restaurants, cultural and social life in the campus and nearby areas
8. Performs any other duties as required to provide a wholesome academic, research experience and contribute to full professional and personal development of students

**Objective:** To contribute to the wholesome professional and personal development of students, RRU is recruiting one female and one male student adviser.

**Desired skills:**

- Sensitive to multi-cultural background of students
- Passionate and caring nature
- High sense of social and emotional quotient
- Patriotic, discipline, ethics and value based approach to tasks

**Educational Qualification & Experience**

- Master degree in the field of finance, accounting, management, security with a minimum of 10 years of experience in a similar type of duties in a public or private **sector** (add) Organization.
- Experience in central or state government departments/organizations is desirable.
- Knowledge of CVC guidelines, inspection procedures, inquiry proceedings, regulations, and rules are desirable.
- Retired persons with experience and knowledge can also apply.

**Preventive**

- To examine the details, the existing Rules, and procedures of the RRU and it's constituent(add) Schools with a view to eliminate or minimize the scope for corruption or malpractices.
- To identify the sensitive / corruption-prone spots in the University and keep an eye on personnel posted in such areas.
- To plan and enforce surprise inspections and regular inspections to detect the systems, their failures and existence of corruption or malpractices and report to the higher authorities of the University.
- To maintain proper surveillance on staff, faculty, and service personnel of doubtful integrity.
- To ensure prompt observance of Conduct Rules relating to the integrity of the staff and faculty

**Punitive****Punitive measures include the following:**

- To ensure speedy processing of vigilance cases at all stages. In regard to cases requiring consultation with the Central Vigilance Commission, a decision as to whether the case had a vigilance angle shall in every case be taken by the Vigilance Officer who, when in doubt, may refer the matter to the Vice-Chancellor.
- To ensure that charge-sheet, statement of imputations, lists of witness and **other** documents are carefully prepared and copies of all the documents relied upon and the statements of witnesses cited on behalf of the disciplinary authority are supplied wherever possible to the accused officer along with the charge-sheet.
- To ensure that all documents required to be forwarded to the Inquiring Officer are carefully sorted out and sent promptly.
- To ensure that there is no delay in the appointment of Inquiring Officer and that no dilatory tactics are adopted by the accused officer or the Presenting Officer.
- To ensure that the processing of the Inquiry Officer's reports for final orders of Disciplinary Authority is done properly and quickly.
- To scrutinize final orders passed by the Disciplinary Authorities subordinate to Ministry/Department, with a view to see whether a case for review is made out or not.

- To see that proper assistance is given to the external investigation authorities, as authorized by the University, in the investigation of cases entrusted to them or started by them on their own source of information.
- To take proper and adequate action with regard to writ petitions filed by accused officers.
- To ensure that the Central Vigilance Commission is consulted at all stages when it is to be consulted and that as far as possible; the time limits prescribed in the Vigilance Manual for various stages are adhered to.
- To ensure prompt submission of returns to the Commission.
- To review from time to time the existing arrangements for vigilance work in the University for vigilance work subordinate offices to see if they are adequate to ensure expeditious and effective disposal of vigilance work.
- To ensure that the competent disciplinary authorities do not adopt a dilatory or negative attitude in processing vigilance cases, thus knowingly otherwise helping the subject public servants, particularly in cases of officers due to retire.
- To ensure that cases against the University employees on the verge of retirement do not lapse due to time-limit for reasons such as misplacement of files etc. and that the orders passed in the cases of retiring officers are implemented in time.
- To ensure that the period from the date of serving a charge-sheet in a disciplinary cases to the submission of the report of the Inquiry Officer, should, ordinarily, not exceed six months.

**Note: Preference may be given to female candidate subject to performance in the Interview**

## Annexure-I

### Schedule of Walk-In-Interview Rashtriya Raksha University

At & Post: Lavad, Tal: Dahegam, Dist.: Gandhinagar – 382305, Gujarat, India

Sr. No.	Name of the Post	Date of Interview	Reporting Time for Interview	Time for Interview
01	Internship & Placement Associate	04/02/2022	1000 hrs	1130 hrs
02	Assistant Hostel Warden(Girls)	04/02/2022	1000 hrs	1430 hrs
03	Student Adviser	08/02/2022	1000 hrs	1130 hrs
04	Vigilance Officer	08/02/2022	1000 hrs	1430 hrs

## General Instructions

1. The prescribed qualifications and/or experience shall be the minimum, and the mere fact that a candidate possesses the same shall not entitle him/her for interview. The Rashtriya Raksha 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.
2. The written examination and interview will be conducted as per the University norms.
3. The contractual appointment shall end on the stipulated date of expiry of contract in appointment letter. Selected candidates shall have no right to renewal, extension of conversion into permanent employment.
4. The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification, experience, remuneration and requirements.
5. Canvassing or influencing in any form on behalf of any candidate will disqualify such candidate. Rashtriya Raksha University reserves the right to take appropriate action against such candidate.
6. All the candidates are expected to download Brief Profile Form from University website, duly fill and bring along with them the “Brief Profile Form” for the interview. The Form should be neatly and legibly filled or typed preferably in at least 12 Garamond font size.
7. Read carefully qualification & experience for the requirements of the relevant discipline and apply only if you have requisite qualifications and experience.
8. The Rashtriya Raksha University shall have the right to:
  - a. relax any of the qualifications/experience at its discretion;
  - b. draw/ reserve panel(s) against the possible vacancies in the near future;
9. Experience and qualification will be reckoned as on the date of interview.
10. No TA / DA shall be paid to the candidates for attending the interview.
11. 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 Rashtriya Raksha University reserves the right to modify / withdraw / cancel any communication or offer, made to the candidates at any stage.
12. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Rashtriya Raksha University shall be final and binding.
13. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
14. Candidate has to stay at Rashtriya Raksha University, Lavad Campus, if required.
15. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya Raksha University.



16. Reporting time for Walk in Interview is mentioned in the aforementioned table. No candidate shall be considered after given reporting time.
17. The candidates are required to bring three copies of their resume with photograph, affixed on all copies, original and one set of photocopy of their Academic certificates, Experience certificate and other documents.
18. The salary component will be negotiable subjected to the qualification, experience and the performance of the candidate in the interview.
19. Qualified female, reserved category, minority candidates are strongly encouraged.
20. COVID-19 Guidelines to be followed during the walk-in-interview as per Annexure-II. Candidate has to submit the Corona self-declaration form to security before entering in to the premises of the University as per Annexure-III.
21. Candidate has to download the brief profile of the candidate for teaching staff for Online & Walk-In-Interview from the RRU website. Filled the form for the same and produce at the time of document verification with all necessary documents with true copy.
22. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
23. If you have any query/questions/information, please write only on [career@rru.ac.in](mailto:career@rru.ac.in)
24. The University retains the clarification to offset the experience with education qualification and VICE-VERSA

**COVID-19 Guidelines to be followed during the Walk-In-Interview.**

1. Candidates will not be allowed for **Walk-In-Interview**, if he/she has any COVID like symptoms. He/ she 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 keep 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 have to follow the guidelines of GoG&GoI for social distancing & other pertaining to COVID-19, which is 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 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 &amp; Signature of Candidate: