



RASHTRIYA RAKSHA UNIVERSITY

An Institution of National Importance

Pioneering National Security and Police University of India

Lavad - Dehgam -382305, Gandhinagar, Gujarat, India

School of Security, Law Enforcement and Criminal Justice (SSLECJ)

Walk-In Interview

Ref No: RRU/SSLECJ/2022/05

Date: 23/03/2022

Applications are invited from the eligible candidates for the following post purely on a contractual basis under School of Security, Law Enforcement and Criminal Justice, Rashtriya Raksha University.

Sl. No.	Name of the Post	Nature of Appointment	Salary/Pay	Date of Interview
01	Administrative Officer	Purely contractual basis	₹ 38000/- (fixed)	01/04/2022

Director In-charge, SSLECJ



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Eligibility Criteria for the Contractual Position

Sl. No. 01

Administrative Officer

Educational Qualification & Experience

- A Candidate having 55% marks in Master's Degree from recognized university and Minimum 03 (three) years' experience in relevant field or administration preferably in academic research institute/Government/Semi Government/Public or Private Enterprise/Firms;
- Or a candidate having 55% marks in Bachelor's Degree from recognized university and Minimum 05 (five) years' experience in relevant field or administration preferably in academic research institute/Government/Semi Government/Public or Private Enterprise/Firms;

Other Desirable Qualification:

- Proven record of integrity, honesty, maintenance of confidentiality and devotion to services; ability and commitment for long working hours and week-ends/holidays and professional commitment to meet deadlines under stressful conditions essential;
- Professional competence includes knowledge of functioning of academic/ research institution
- Knowledge of academic and administrative regulations and rule;
- Ability to work with government and academic departments and offices;
- Skills and ability to facilitate queries and questions of students of various programs and diverse backgrounds in cordial and professional manner; personal qualities include maintenance of confidentiality, long-working hours, excellent inter-personal relations; commitment to ensure completion of complex administrative tasks;
- Plan, organizes and monitors inter-departmental administrative programs and activities;
- Knowledge of academic or administrative or Procurement or Examination or Human Resource (recruitment, promotion) regulations and rules;
- Ability to work with government and academic departments and offices;
- Fluency in English is essential;
- Excellent verbal and written communication skills;
- Excellent interpersonal and conflict resolution skills;
- Excellent organizational skills and attention to detail;
- Proficient with Microsoft Office Suite or related software;
- Ensure timely correspondence with statutory bodies and contributes to the meeting of the needs of the bodies requirements, in consultation with the Office of the Vice Chancellor and Registrar;
- Maintain various information databases for the purposes of use by senior management;

Note: Preference may be given to female candidate subject to performance in interview.



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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 contractual appointment shall end on the stipulated date of expiry of contract in appointment order. Selected candidates shall have no right to renewal, extension of conversion into permanent/regular employment.
3. **The University reserves the right not to fill any post and also to alter the nature and number of vacancies if the circumstances so warrant.**
4. **The University retains the discretion 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 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 advertised position 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.



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General Instructions

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 conduct and the result of the interview.
14. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya Raksha University.
15. Qualified female, reserved category, minority candidates are strongly encouraged.
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. 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.
19. Candidate has to download the brief profile of the candidate for teaching or non-teaching staff for 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.
20. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
21. If you have any query/questions/information, please write only on sslecj-office@rru.ac.in



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Annexure-I

Schedule of Walk-In Interview (RRU/SSLECJ/2022/05)

School of Security, Law Enforcement and Criminal Justice (SSLECJ)

Rashtriya Raksha University

Sl. No.	Name of the Post	Date of Interview	Reporting Time	Interview Time
01	Administrative Officer	01/04/2022	1030 hrs	1130 hrs



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Annexure-II

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 Arogya Setu 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.



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Annexure-III

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 & Signature of Candidate: