



RASHTRIYA RAKSHA UNIVERSITY

(An Institution of National Importance)

Pioneering National Security and Police University of India

School of International Cooperation, Security and Strategic Languages(SICSSL)

Walk-In-Interviews Training Officer/April/2022

Sr. No.	Name of the Post	Nature of Position	Monthly Fixed Remuneration
01	Training Officer	Contractual	INR 20,000 INR 25,000

Eligibility Criteria for the Contractual Position

Training Officer

Educational Qualification & Experience

- Bachelor's Degree in any discipline.

Other desirable Qualification:

- Good communication skills.
- Good in subject Matter, so he or she can represent his or her respective school / section.
- Good knowledge of computer operation and related to it, i.e., MS Excel, Word, PPT Google form for online meeting must have knowledge of Google meet and so on.
- Must have good knowledge of email drafting, budget preparation for any training Programme, MOD preparation.
- Must have good manners and some extra knowledge like Indian constitution, fundamental Rights and Fundamental Duties so that he or she can engage the officer like IAS, IPS or DYSP rank OR any Military Officer and so on for their respective schools.
- Good knowledge of state Police Organization, capacity of providing Academic and Training inputs for University's activities with State Police Organization.
- Ability to prepare reports/papers on various assignments.
- Candidate must have some creativeness and problem-solving mentality so the he or she can make training programme arrangement at the last moment if required.
- Good knowledge of languages like English, Hindi and any one language other than these.
- Candidate must have leadership Quality, Ability to work alone and as part of a Team.
- Candidate must have work ethics and familiar with working in any reputed organization like RRU.

Desirable Skills/Qualities: Someone who understands the market associated with International relations, national security, Foreign Policy, Political Economy, National Security, Foreign Languages (Interpretation, Translation etc)

Important Dates: 19/04/2022 – Last date of application

21/04/2022 – Date of Interview

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



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How to Apply: -

1. Send your duly filled candidate form along with your updated resume to sicssl@rru.ac.in.
2. Please use the subject line TO/April/22 or else your application will not be considered
3. Having fulfilled of the above-mentioned qualification and experience doesn't entitle a candidate to be called for interview.
4. Only shortlisted candidates will be called for interview. Shortlisted candidates will be sent an email.
5. Application incomplete in any respect will not be entertained.
6. The School of International Cooperation Security and Strategic Languages reserves the right to consider and to fill or not to fill position in any of the above/and or any other specialisation.
7. All qualification must be from UGC recognised University/Deemed University or AICTE approved autonomous Institutions (Whether applicable) or from a reputed institute/University abroad.



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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 letter. Selected candidates shall have no right to renewal, extension of conversion into permanent employment.
3. 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.
4. 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.
5. 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.
6. Read carefully qualification & experience for the requirements of the relevant discipline and apply only if you have requisite qualifications and experience.
7. 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;
8. Experience and qualification will be reckoned as on the date of interview.
9. No TA / DA shall be paid to the candidates for attending the interview.
10. 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 candidate at any stage.
11. 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.
12. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
13. Candidate has to stay at Rashtriya Raksha University, Lavad Campus, if required.
14. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya



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Raksha University.

15. Reporting time for Walk in Interview is mentioned in the aforementioned table. No candidate shall be considered after given reporting time.
16. 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.
17. Qualified female, reserved category, minority candidates are strongly encouraged.
18. COVID-19 Guidelines to be followed during the walk-in-interview. A candidate has to submit the Corona self-declaration form to security.
19. 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.
20. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
21. If you have any query/questions/information, please write only on sicssl@rru.ac.in
22. The University retains the clarification to offset the experience with education qualification and VICE-VERSA



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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 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 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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CORONA 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: