



RASHTRIYA RAKSHA UNIVERSITY
(An Institution of National Importance)
Pioneering National Security and Police University of India
Lavad - Dehgam -382305, Gandhinagar,
Gujarat, INDIA

Recruitment of Non-Teaching Positions 06/2022

Rashtriya Raksha University invites an application from eligible candidates for various Non-Teaching contractual positions for Gujarat / Arunachal Pradesh / Uttar Pradesh Campuses.

Sr. No.	Name of the Post	Nature of Position	Monthly Fixed Remuneration in INR
01	Senior Administrative Officer	Contractual	87,000/- to 95,000/-
02	Senior Manager- Internship & Placement	Contractual	87,000/- to 95,000/-
03	Administrative Officer	Contractual	44,000/- to 50,000/-
04	Administrative Assistant cum co-ordinator	Contractual	33,000/- to 37,000/-
05	Graphic Designer	Contractual	53,000/- to 60,000/-
06	Section Officer	Contractual	53,000/- to 60,000/-
07	Alumni Relation Officer	Contractual	44,000/- to 50,000/-
08	Assistant Hostel Warden (Boys & Girls)	Contractual	39,000/- to 44,000/-

09	IT Support Executive	Contractual	44,000/- to 50,000/-
10	I.T Officer	Contractual	53,000/- to 60,000/-
11	Junior IT Support Executive	Contractual	33,000/- to 37,000/-
12	Training Officer	Contractual	44,000/- to 50,000/-
13	Junior Library & Information Assistant	Contractual	33,000/- to 37,000/-
14	Library & Information Assistant	Contractual	53,000/- to 60,000/-
15	Junior Civil/ Electric Engineer	Contractual	44,000/- to 50,000/-
16	Assistant Civil/ Electric Engineer	Contractual	66,000/- to 74,000/-
17	English Stenographer	Contractual	53,000/- to 60,000/-
18	Driver cum Assistant	Contractual	30,000/- to 34,000/-
19	Junior Security Officer	Contractual	30,000/- to 34,000/-
20	Assistant Drill Instructor	Contractual	33,000/- to 37,000/-
21	Research Officer	Contractual	44,000/- to 50,000/-
22	Research Officer (Physical Education)	Contractual	44,000/- to 50,000/-
23	Research cum Administrative Officer	Contractual	44,000/- to 50,000/-
24	Junior Research cum Administrative Officer	Contractual	33,000/- to 37,000/-
25	Junior Research Assistant	Contractual	33,000/- to 37,000/-
26	Scientific Assistant	Contractual	44,000/- to 50,000/-

27	Project Officer (Technical)	Contractual	53,000/- to 60,000/-
28	Project Officer	Contractual	53,000/- to 60,000/-
29	Project Coordinator	Contractual	44,000/- to 50,000/-
30	Junior Internship & Placement Officer	Contractual	33,000/- to 37,000/-
31	Sports Training Officer	Contractual	44,000/- to 50,000/-
32	Dog K9 Trainer/ Instructor	Contractual	53,000/- to 60,000/-
33	Head- International Cooperation Engagement	Contractual	53,000/- to 60,000/-
34	Project Manager	Contractual	1,00,000/-
35	Outreach Officer	Contractual	44,000/- to 50,000/-

I/c Registrar

Eligibility Criteria for the Contractual Positions

(Sr. No. 01)

Senior Administrative Officer

➤ Educational Qualification & Experience

- Bachelor degree in management/administration/governance/commerce with minimum 10 years of experience. Person with higher qualification and experience may be preferred.
- Administration experience in similar kind of institutions, including armed forces, para-military forces, police organizations, will be an asset. Knowledge of finances and financial administration will be an asset.

➤ Knowledge, Skills and abilities:

- Strong communication skills in English and Hindi. Gujarati language skills will be an asset.
- Abilities to understand the needs, concerns and interests of university stakeholders and proactive initiative taking, with sense of ownership and accountability, out-of-box thinking essential.
- Commitment to excellence and caring nature for needs of all residents, visitors and natural environment essential.
- Commitment for protection and preservation of all movable and immovable assets and concern for funds spent on creation and excellent up-keeping essential

➤ Roles & Responsibilities:

Under the overall guidance of the Vice-Chancellor, the Senior Administration Officer has to perform the following duties and have to stay at RRU Campus in Lavad,

- Initiates, plans, executes, monitors and reports all administrative, financial, operational and such other activities and programs in a most effective and efficient manner;
- Provides guidance to administrative, financial and operational offices and branches on his/her own and as requested by these units;
- Assists and resolves Campus Director, Dean of Training and Executive Development, Dean of Extension, Residential Management and Administration Branch, Mess, Security Services, Housekeeping Services providers, Sports Fields, Amenities and Gym Branch, Health and Safety Branch, and staff in their tasks and queries
- Resolves any emergencies, initiates ideas and plans to ensure overall comfortable living and stay of students, faculty, staff and officers on training.
- Liaise with governmental and semi-governmental authorities, educational institutions, local vendors, housing agencies, amenities providers for university operations.
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- Performs any other duties as required to achieve excellence in all aspects of administration with the support and guidance of the Vice-Chancellor, Pro Vice-Chancellor, Dean, Registrar, Finance Officer and the Campus Director.
- **Note: Preference may be given to female candidate's subject to performance in the interview.**

Educational Qualification & Experience

- Master degree with 55% in any discipline from a recognized university or any equivalent qualification recognized as such by the Government
- Eight years' experience in relevant field preferably in educational institution/Public or Private Enterprise or institute.

Other desirable Qualification:

- Experience or ability to generate interest in employment opportunities for students.
- Experience or ability to correspond with prospective recruiters across India and abroad for placements and Internships.
- Ability to Strengthen the Alumni relationships and related activities.
- Ability to Strengthen the Student Exchange and related activities.
- Ability to ensure higher percentage of placement of students for all programs offered at University.
- Ability to organize workshops/ presentations in collaboration with the different organizations for Career Planning services through innovative methods.
- Ability to help students in identifying employment options that match their career interests.
- Ability to deal with media relationships.
- Knowledge of English & Hindi is essential;

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

Educational Qualification & Experience

- A candidate having 55% marks in Master's degree from recognized University.
- Minimum three years' experience in relevant field or administration preferably in academic research institute setup/ Government/Semi Government/ Public or Private Enterprise/Firms;
- Or a candidate having 55% marks in Bachelor's degree from recognized University with Minimum 5 years' experience in relevant field or administration preferably in academic research institute setup/ 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 the Interview.

Educational Qualification & Experience

- Master's Degree in any discipline with a minimum of two years of experience in administrative/ academic/ research **or**
- Bachelor's Degree in any discipline with a minimum of five years of experience in administrative/ academic/ research.

Other desirable Qualification:

- Demonstrated knowledge of modern electronic record storage and delivery systems
- Positive attitude and ability to plan and adapt to change
- Ability to collaborate effectively with various departments cross-functional teams' faculty, and students from a different state.
- Ability to work with government and academic departments and offices;
- Excellent knowledge of computer systems with the ability of Gujarati and English typing.
- Ability to innovate and to improve programs or services and to pursue new ideas and methods
- Excellent communication skills
- Fluency in English language

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Educational Qualification & Experience

- Candidate having Bachelor's degree in graphic designing from recognized University
- Candidate must have a minimum of three years of experience in graphic designing or industrial designing, or equivalent experience

Other desirable Qualification

- A candidate having a Master's degree from a recognized University.
- Excellent verbal and written communication skills.
- At least 3 years of extensive experience in managing creative assets for campaigns with expert level skills in most programs within the Adobe Creative Suite, particularly Photoshop, InDesign, and Illustrator.
- The ability to multi-task in a fast-paced, high-volume environment
- Strong written and verbal communication skills
- Detail-oriented, analytical, and tech-savvy
- Ability to be resourceful and determined to find a solution

Job Overview

- Graphic Design specialist with more than 3 years of experience in managing graphic design projects from inception to execution. Highly creative with the ability to work well within a team. Extensive experience in managing other designers and coordinating with them to deliver a single product. Highly skilled with various programs within the Adobe Creative Suite, such as Photoshop, InDesign, and Illustrator.

Basic Functions

- Online Communication: Designing and conceptualizing Website, Website Banners, Landing Page,s and Campaigncollaterals for social media promotions.
- External communication: Design all external print and web communication like Brochures, Case Studies, Documents, Presentations for pitches ,etc.
- Internal Communication: Design Emailers, Motion Graphic Videos, HR Communication Posters & Social Media Post.
- Brand Identity: Logo design, Letterheads, Envelopes, Business Cards, I-cards, Stickers, Packaging collaterals
- Event Communication: Designing and Conceptualizing Event Invites, Event Stage Backdrops & Props etc.
- Independently visualize, conceptualize, and develop ideas, concepts, design and apply the appropriate media and style to meet the requirements of the stakeholders
- Ability to understand briefs and translate concepts into creative as well as innovative visuals Maintain up-to-date knowledge about the latest graphic design techniques such as graphic fundamentals, typography, and a good understanding of colors.
- Rich experience in handling software such as Photoshop, Illustrator, InDesign, Premiere Pro, CorelDRAW and In Page.
- Conceptualize and design marketing collaterals having a high visual impact such as logos, brochures, catalogs, leaflets, magazine, dangler, flyers, posters, outdoor signages, etc.

- To extend creative support for visual presentations and other ad-hoc requests like floor branding, visual merchandising, newsletter designing, advertisements brochures, HR engagement calendars, etc.

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Educational Qualification & Experience

- A Master's degree from recognized University.
- Minimum five years' experience as Senior Assistant or equivalent in Academic or Human Resources or Procurement & Support or Examination at any Central /State Government University/PSU and other Central or State Autonomous Institutions.

Other desirable qualification

- Fluency in English is essential
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail

Key Responsibilities

- Supervision, follow up and Proper work is taken from the subordinate staff.
- Noting and writing comments in important cases/email.
- The Section Officer will ensure that all references received by the section, should be presented before higher officials on time and should not be delayed.
- Work allotted to section should be done regularly and thoroughly.
- Cases should be submitted to higher authorities on time.
- Section should be kept clean and organized.
- Routine work of section like recording, making clean copies of notes/drafts, maintenance of records in record room, completion of work in time so that there is no pendency
- To ensure that every employee is performing his assigned work satisfactorily and no work remains outstanding
- Files are numbered properly and on files which further action is necessary or is to be done, or in which further correspondence is awaited, should be marked as "Waiting" and a specific date should be decided for the presentation.
- Maintenance of a separate register for all judicial petitions, cases/writs, especially contempt cases and ensuring timely submission of affidavit/ counter affidavit and rejoinders.

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Educational Qualification & Experience

- Graduate/ postgraduate (preferably MBA) with at least one years' experience from recognized University.
- Must have excellent oral and written communication skills
- Ability to plan, organize, and facilitate a range of special events.
- Ability to design and write promotional material.
- Ability to plan and implement promotional programs.
- Ability to recruit, train and motivate volunteers.

Key Responsibility:

- Develops, coordinates and evaluates programs and projects to promote alumni relations and educational programs designed to connect alumni through academic channels such as programs/departments/schools/colleges.
- Plans, coordinates, and attends events, meetings, or other activities as requested by academic units. This may also include alumni and volunteer recognition banquets, receptions, homecoming, and reunions.
- Identifies, cultivates the alumni and volunteers. Helps current volunteer leadership to identify potential new volunteers and future leadership.
- Coordinates and produces reports, proposals, and analyses for management, to include monthly budget to actual reviews of areas of programmatic responsibility, periodic reports to reflect relevant data gathering and analysis, and post-event reports and recommendations.
- Develops, sustains, and strengthens alumni chapters which focus is on establishing and maintaining connections through academic/degree programs.
- Collaborates with other office staff on programs which engage alumni through multiple channels such as academic program and geographic location combined.
- Develops and presents educational programs for alumni, including lectures, seminars, and workshops.
- Coordinates and trains volunteers who work on events, projects and programs.
- Represents the organization at various community and/or business meetings, committees, and task forces; promotes existing and new programs and/or policies.
- Serves on committees relating to alumni relations, and serves as liaison between University and the community.
- May supervise and train lower graded staff, student employees, volunteers, and/or interns, as appropriate.
- Performs miscellaneous job-related duties as assigned.

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

(Sr. No. 08)

Assistant Hostel Warden (Boys & Girls)

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 ambience 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 candidate's subject to performance in the interview.

Education Qualification & Experience

- A candidate having Bachelor's degree in Computer/IT/TC from recognized University.
- Minimum two (02) years of experience in Computer Hardware & Software maintenance, operations and support work;

Other desirable Qualification:

- A candidate having Master's degree from recognized University.
- Candidates having excellent verbal and written English communication
- Sound knowledge of Audio Visuals/PA system equipment operations, operation of CCTV system and support;

Key Responsibilities:

- Maintenance and Support for ICT Equipment, Computer Hardware, Multimedia, Projector, and Sound/AV System in the university campus;
- CCTV cameras status monitoring and support work;
- Knowledge of troubleshoot, documented and resolved all technical issues and IT hardware related issues.
- ICT support during various Event/Seminar/Workshop at Auditorium/ Event Hall in the university;
- Computer/Internet user registration process;
- Support for Video Conferencing, Scanning & Printing services;
- ICT support to visiting/guest users;
- Receiving any complain related to PC/Internet / Network related issue in the Offices/Class Room/Hostel and do trouble shooting and complain solving work;
- Assisting students and faculty for laptop system settings and operating system and application software, word-processing, scanning, and printing;
- Provide help in the Administrative assistance work of ICT Section;
- Perform any other duties including administrative, coordination, etc.as required to achieve the aims and objectives of the university.
- To perform any other responsibility assigned by the university.

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

Educational Qualification & Experience

- B. Tech/ M. Tech / BCA / MCA in Computer/Electronics Engineering with minimum 7 years of experience in relevant field and must have 3 years' of experience in System administration preferably in Teaching Environment.
- Certifications and Trainings: CCNA/ CCNP/ CCIE/ CCDE or equivalent. Cloud Certification like Oracle, Google, Azure, AWS etc will be an advantage.
- Demonstrable expertise in server/system management in an enterprise environment.
- Operational knowledge of server virtualization and virtual desktop technologies, router configuration and programming
- Operational knowledge of contemporary programming languages
- Operational knowledge of setting up and managing campus cyber security infrastructure
- Strong communication skills, both verbally and in writing
- Strong Knowledge of Windows & Linux/ Unix server technologies.
- Experience with TCP/IP,SMTP, sFTP, Active Directory, IIS, ASP,HTML, VBScript, Windows Scripting, and DNS services. Ability to write and debugscripts.
- Basic understanding in SQL and database is a plus

Roles & Responsibilities:

- Support an environment for managing mission critical processes in multi-server Windows, Linux, and DB environment requiring limited or no downtime. Assure security of and access to mission critical data.
- Work with faculty to plan system resources and set-up timelines for implementation. Develop requirements, specification and project development efforts to support University and Department/ School requirements.
- Execute against project plans to implement software and hardware installation and upgrades. Provide off-hours support through voice/ video calls.
- Assure internal and vendor compliance to standard operating procedures. Review quality metrics and procedures.
- Assess system vulnerability and security capabilities. Participate in disaster recovery and backup procedures development and implementation.
- Responsible for the system administration activities within the environment. Assist in monitoring a teaching environment using various applications. Install, configure, and maintain file systems. Develop and maintain shell scripts and programs to support and simplify administration tasks for our mission critical processes.
- Provide system administration and support for Internet/Firewall and WWW computer(s) and associated software. Experience with TCP/IP, Telnet, SMTP, FTP,VPN and DNS services.
- Installation and operation of custom Internet and Intranet computing environments running Windows and Linux.
- Installation and operation of custom Internet and Intranet computing environments.
- Investigate capacity requests and perform end-to-end server provisioning and capacity assignment.
- Create and update documentation for changes in process and policies in the trial packing, provision requests, and capacity sheet.
- Execute against project plans to implement software and hardware installation and upgrade projects.
- Keep track of IT inventory, upgrades, serviceability and warranties/ AMC.

(Sr. No. 11)

Junior IT Support Executive

Educational Qualification & Experience

- B. Tech/ M. Tech / BCA / MCA in Computer/Electronics Engineering and at least 3 years experience in IT related field of which at least one year in System administration preferably in Teaching Environment.
- Certifications and Trainings: CCNA/ CCNP/ CCIE/ CCDE or equivalent. Cloud Certification like Oracle, Google, Azure, AWS etc will be an advantage.
- Demonstrable expertise in server/system management in an enterprise environment.
- Operational knowledge of server virtualization and virtual desktop technologies, router configuration and programming
- Operational knowledge of contemporary programming languages
- Strong communication skills, both verbally and in writing
- Strong Knowledge of Windows & Linux/ Unix server technologies.
- Basic understanding in SQL and database is a plus

Other desirable Qualification:

- Support an environment for managing mission critical processes in multi-server Windows, Linux, and DB environment requiring limited or no downtime. Assure security of and access to mission critical data.
- Work with faculty to plan system resources and set-up timelines for implementation. Develop requirements, specification and project development efforts to support University and Department/ School requirements.
- Execute against project plans to implement software and hardware installation and upgrades. Provide off-hours support through voice/ video calls.
- Assure internal and vendor compliance to standard operating procedures. Review quality metrics and procedures.
- Assess system vulnerability and security capabilities. Participate in disaster recovery and backup procedures development and implementation.
- Responsible for the system administration activities within the environment. Assist in monitoring a teaching environment using various applications. Install, configure, and maintain file systems. Develop and maintain shell scripts and programs to support and simplify administration tasks for our mission critical processes.
- Provide system administration and support for Internet/Firewall and WWW computer(s) and associated software. Experience with TCP/IP, Telnet, SMTP, FTP, VPN and DNS services. Installation and operation of custom Internet and Intranet computing environments running Windows and Linux
- Execute against project plans to implement software and hardware installation and upgrade projects.
- Keep track of IT inventory, upgrades, serviceability and warranties/ AMC

Education Qualification & Experience

- Master degree with 60% marks (preferably Masters of Business Administration), from an Indian University, or an equivalent degree from an accredited foreign university and at least 3 years of relevant experience in the field of Administration.

Key Responsibilities:

- To conduct trainings on the basis of emerging training needs and monitor its application during all programmes.
- To guide the team members in program delivery through meetings, training sessions, etc and resolve issues related to the team as and when required.
- To plan the annual programs and yearly objectives, based on field needs and curriculum inputs and ensure implementation and dissemination. Provide constant feedback/learnings on the basis of implemented curriculum to help refine the curriculum.
- To monitor process and analyze program implementation on monthly basis with their teams and Programme Managers on the basis of the curriculum and need based yearly objectives.
- To analyze the collected data, discuss and provide written feedback to the teams and the Programme Manager on the same.
- To keep oneself updated on all the developments in safety rules, regulations, child rights and protection and ensuring its integration in programs.
- To consistently meet the Programme Manager and provide a written monthly plan and report on their respective projects.
- To support the manager in monitoring the budgets of their respective projects.
- To support the team and lead the mid-year and annual program evaluations for their respective projects.
- To be responsible for one's and the team's development with respect to knowledge, skills and behavior, in order to enrich and enhance both person and organization.

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

(Sr. No. 13)

Junior Library & Information Assistant

Educational Qualification & Experience

- Candidate must have passed HSC or an equivalent examination from any recognized Board/University
- Certificate/Diploma in Library Science / Library & Information Science or
- Minimum two years' as a full time experience as Assistant/Attendant/Stack Assistant /Trainee /Clerk or similar post(s) in the Library of Academic/Research/Govt./Semi Govt./NGO/Corporate.
- Candidate must have to perform shift duties as per the University requirements at Library

Other desirable Qualification:

- Master degree in Library Science or equivalent from any recognized university.
- Having complete knowledge of computer application
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail

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

(Sr. No. 14)

Library & Information Assistant

Educational Qualification & Experience

- Graduation in any discipline from recognized university
- Master of Library & Information Science / Master of Library Science or equivalent from any recognized university
- Three years' experience (Post Qualification) in the library

Other desirable Qualification:

- Experience in computerized library environment using standard ILMs like SOUL, Koha etc.
- Knowledge of Digital Library, Institutional Repository, Electronic Database etc.
- Practical Knowledge of D Space, Greenstone and other Open Source Software used in Libraries.
- Effective Communication Skill

Key responsibilities

- To assist in acquisition of Books, eBooks & other Information Sources
- To perform technical processes like Classification, Cataloguing, copy-cataloguing, data validation, data migration, back-up, restore

- To provide support to the users in Information searching from databases / open access resources
- To monitor access of various databases subscribed to the University on a regular basis
- To provide reference services to the users
- Installation and/or Maintenance of Library Software / ILMS and other such tools/software of the library
- To monitor the functioning of various servers, computers, printers, scanners, and other devices/equipment in consultation with IT Support team/Service providers
- To perform Circulation Duty (Issue / Return / Membership Service)
- To prepare user guides, manuals, and other promotional material on library services
- To support Schools, Department, Centres in terms of library services
- To update information and other content about the library on website/webpages in consultation with the Website maintenance team
- To assist Head of the Library in compiling various reports, statistics, guides, and other contents/information.
- Duty may be given on a Holidays / Shift basis as per the need of the library.
- Candidate is expected to stay in the Campus or nearby location of the University.

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

For Civil- Educational Qualification & Experience

- A candidate having Diploma in civil engineering from recognized University with minimum 03 years of experience OR a candidate having Bachelor's degree in civil engineering from recognized University with minimum 01 year of experience in supervising and Maintenance of civil works in Government/semi government/ University/ International organization. Experience must be considered after graduation.

Other desirable Qualification:

- A candidate having Master's degree from recognized University.
- A candidate must also have good knowledge of computer applications and internet; strong interpersonal skills; exceptional writing and speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff. Knowledge of AutoCAD/ 3D-Max is desirable.

Key Responsibility:

- Maintain stores of civil items required for maintenance/repair works.
- Prepare estimates of maintenance works, minor original works following PWD/CPWD norms.
- Record measurements of works executed departmentally in measurement Books and check contractors' bills; and perform other related duties and special projects as assigned or directed.
- Proven record of integrity, honesty, devotion to services, ability and commitment for long working hours and weekends/holidays and professional commitment to meet deadlines under stressful conditions essential.
- To liaise with internal and external authorities and individuals for supervision
- Candidate must have to stay at Rashtriya Raksha University Lavad Campus.
- To perform any other responsibility assigned by the university.

For Electric- Educational Qualification & Experience

- A candidate having Diploma in relevant engineering field from recognized University with minimum 03 years of experience OR a candidate having Bachelor's degree in in relevant engineering field from recognized University with minimum 01 year of experience in supervising and Maintenance of civil works in Government/semi government/ University/ International organization. Experience must be considered after graduation.
- A candidate must also have good knowledge of computer applications and internet; strong interpersonal skills; exceptional writing and speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

For Civil- Educational Qualification & Experience

- A candidate having Bachelor's degree in civil engineering from recognized University with minimum 03 years of experience OR A candidate having Master's degree in civil engineering from recognized University with minimum 01 years of experience in supervising and Maintenance of civil works in Government/semi government/ University/ International organization. Experience must be considered after graduation.

Other desirable Qualification:

- A candidate having Master's degree from recognized University.
- A candidate must also have good knowledge of computer applications and internet; strong interpersonal skills; exceptional writing and speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff. Knowledge of AutoCAD/ 3D-Max is desirable.

Key Responsibility:

- Supervise execution works at site, check measurement of works, attend to works entrusted by the University Engineer- Civil, for original works as well as maintenance works.
- Maintain stores of civil items required for maintenance/repair works.
- Prepare estimates of maintenance works, minor original works following PWD/CPWD norms.
- Record measurements of works executed departmentally in measurement Books and check contractors' bills; and perform other related duties and special projects as assigned or directed.
- Proven record of integrity, honesty, devotion to services, ability and commitment for long working hours and weekends/holidays and professional commitment to meet deadlines under stressful conditions essential.
- To liase with internal and external authorities and individuals for supervision
- Candidate must have to stay at Rashtriya Raksha University Lavad Campus.
- To perform any other responsibility assigned by the university.

For Electric- Educational Qualification & Experience

- A candidate having Bachelor's degree in relevant engineering field from recognized University with minimum 03 years of experience OR a candidate having Masters's degree in relevant engineering field from recognized University Minimum 01 years of experience in supervising and Maintenance of electric works in Government/semi government/ University/ International organization. Experience must be considered after graduation.
- A candidate must also have good knowledge of computer applications and internet; strong interpersonal skills; exceptional writing and speaking skills; strong ethical convictions and

a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

(Sr. No. 17)

English Stenographer

Essentials Qualification & Experience:

- A candidate having bachelor's degree from recognized University and speed of 80 w.p.m. in Shorthand (English) and 40/35 wpm in typing on computer in English respectively;
- Minimum 02 years of experience in the relevant field of administration preferably in academic research institute setup/ Government/Semi-Government/ Public or Private Enterprise/Firms;
- Preference will be given to Graduate candidates having knowledge of Computer to work on MS Office and Shorthand/Typing speed in English;

Roles, Responsibilities and Duties of a Stenographer:

- He or she is assigned work under a superior authority and he or she has to note down the speech, and draft the minutes of the meetings which is given by the superior authority;
- Stenographers, who are attached to the superior authority or section are asked to assist the superior officers in preparing the speech or talking points and organize several conferences and meetings whenever asked;
- Stenographers are aware of the topics more than other people because they are constantly involved in the proceedings of the government;
- The work is primarily of routine nature and involves the performance of standardized stenographic and clerical tasks;
- Takes and transcribes the dictation of letters, memoranda, reports and other material;
- Types letters, payrolls, bills, stencils, reports, bulletins, applications, specifications, deeds and other material from clear copy or rough draft;
- Operates mimeograph, duplicating, adding and other office machines; Sorts, indexes and files mail, bills, requisitions, mortgages, certificates and other records;
- Maintains simple accounting and other records in accordance with prescribed routines;
- To type and take dictation in shorthand and to transcribe it accurately;
- To perform such other duties as may be assigned to them from time to time in relation to the functions assigned to the Schools/Centres/ Departments/ Branches.
- Preference will be given to the female candidates on the merit base

Other desirable Qualification:

- A candidate having Master's degree from recognized University.
- Excellent verbal and written communication skills.
- Have certification of Speed of Shorthand.

(Sr. No. 18)**Driver cum Assistant****Educational Qualification & Experience**

- Minimum 12th standard pass or Matriculation or equivalent from a recognized University/ Board with three years of experience in relevant field.
- Experience can be relaxed/set off instead of educational qualification.
- Must possess valid driving license.

Other desirable Qualification: -

- High standard of integrity, professionalism, direction and confidentiality attributes are must.
- Person consuming Gutka, Smoking or prohibited items etc. are disqualified.
- Person willing to work long-hours/week-end/holidays, only shall apply
- Knowledge or experience of the official protocol, including experience of driving official vehicle, some basic knowledge of English will be an asset.
- Able to perform immediate maintenance, repairs and other administrative duties etc.
- Strong attention to detail with an aptitude for problem-solving

(Sr. No. 19)**Junior Security Officer****Educational Qualification & Experience**

- Candidate having Matriculation or equivalent from a recognized University/ Board or having minimum three years' of experience in relevant field.

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
- Person should be vigilant and obedient for instruction of seniors.
- Person should be physically and mentally sound to perform the Security duties.
- Female candidates are encouraged to apply

Educational Qualification & Experience

Ex. Police Personnel or Ex. Army men with Experience of 15 years with Knowledge of Drill or Marching and Weapon Training.

Other desirable Qualification:

- Must have experience in Parade, Drill Training, and organizing games & sports, cultural meets at the School and University level are essential.
- Working knowledge of computers.
- Able to communicate/connect well with students/staff & faculty members.
- Ability to motivate & encourage students, staff & faculty members to actively take part in sports programs.
- Able to plan sports activities/programs independently.
- Ability to meet the timelines.

Description of Duties:

- To assist the parade classes and Drill Training Activities.
- Ability to assist and organizes Major events like 26th January and 15th August.
- Experience in Platoon Preparation for the State and National representation.
- Trains the Students about marching and weapon training.
- Manage store and maintains the necessary database.
- Assists in purchasing the Sports, Cycle, and Training equipment.
- Assistant in Intramural and Extramural Competition as per the directions given by the School director.
- Travel along with the students to various places whenever required as support staff.
- Manage the campus activities whenever required related to any work.
- Assist other officers whenever required related to any work.
- Follows the additional duties given by RRU Authorities from time to time.

Educational Qualification & Experience

- Master degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university with a minimum 2 years of experience in relevant area may apply.

Other desirable Qualification:

- Papers presented / published at Conferences and / or in refereed journals,
- Proficiency in English, Good communication with ability to draft and edit reports and research proposals,
- National Eligibility Test (NET) in accordance with UGC Regulations or the CSIR, or a similar test accredited by the UGC, like SLET/SET.
- Teaching, Research, and/or professional experience from a reputed organization

Key Responsibilities:

- Conduct interdisciplinary research in the relevant areas,
- Provide research, training and extension assistance to the University,
- Develop, plan, execute, monitor and report interdisciplinary research in collaboration with external agencies/institutions within India and abroad,
- Scientifically analyze, visualize and interpret research data and prepare reports,
- Prepare prediction model based on data science tools for the better future decision,
- Shall be responsible for drafting research proposal and reports to internal and external stakeholders,
- Organize workshops, training, conferences and seminars for stakeholders in relevant areas.
- The incubate will work with the various section/school of the University.

RRU pro-actively pursues the empowerment of qualified female candidates in the overall setup of the University.

Educational Qualification & Experience

- Master degree in Physical Education with 55% marks (or an equivalent grade in a pointscale wherever the grading system is followed) in a concerned/relevant subject from an Indian University, or an equivalent degree from an accredited foreign university with a minimum 2 years of experience in relevant area may apply.

Other desirable Qualification:

- Papers presented / published at Conferences and / or in refereed journals,
- Proficiency in English, Good communication with ability to draft and edit reports and research proposals,
- National Eligibility Test (NET) in accordance with UGC Regulations or the CSIR, or a similar test accredited by the UGC, like SLET/SET.
- Teaching, Research, and/or professional experience from a reputed organization

Key Responsibilities:

- Conduct interdisciplinary research in the relevant areas,
- Provide research, training and extension assistance to the University,
- Develop, plan, execute, monitor and report interdisciplinary research in collaboration with external agencies/institutions within India and abroad,
- Scientifically analyze, visualize and interpret research data and prepare reports,
- Prepare prediction model based on data science tools for the better future decision,
- Shall be responsible for drafting research proposal and reports to internal and external stakeholders,
- Organize workshops, training, conferences and seminars for stakeholders in relevant areas.

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Educational Qualification & Experience

- A Candidate having Master degree with 55% marks in the relevant subject specialization related to Criminology, Criminal Justice Social Work, Psychology, Sociolo Anthropology, Women's studies, Police Administration, National Security with a minimum 2 years of experience in relevant area may apply.

Desirable Qualification:

- Knowledge of Data collection, Compilation & or professional experience from reputed organization especially women's related data interpretations.
- Research, and/or professional experience from reputed organizations/laboratories.
- Papers presented/published at Conferences and/or in refereed journals.
- Proficiency in English, Hindi, and Gujarati (preferably).
- Excellent research skills.
- Ability to prepare reports/papers on various assignments.

Key Responsibilities and Duties

- To be appointed as a Nodal Person of MHA women safety Division's related data information.
- Conduct interdisciplinary research in areas of national security/crime data analysis.
- Provide research assistance to University authorities relevant to data, when required
- Maintain various information databases for the purposes of use by senior management
- Prepare regular reports.
- Maintains a variety of paper and electronic records for necessary and ensuring security of the records.
- Provides a variety of administrative support functions.
- May supervise and train subordinate staff.
- Assisting in planning and monitoring of developmental of the school/University
- Plan, organizes and monitors inter-departmental administrative programs and activities.
- To come up with innovative outreach projects.
- To efficiently design and carry out research works in the interdisciplinary areas of women & safety

Educational Qualification & Experience

- A candidate having Master degree in relevant area or any allied field with 55%(or equivalent grade) from recognized university with a minimum 01 years of experience in relevant area may apply.

Other Desired criteria

- A candidate having specialized in Border Management & Intelligence Studies/Counter Insurgency & Counter Terrorism/ Traffic Management / Road Safety/ Industrial & Private Security/ National Security
- In depth knowledge of Information Technology.
- Knowledge of academic and administrative rules and regulation.
- Teaching, Research and/or professional experience from reputed organization.
- Papers presented/published at Conference and/or in referred journals.
- Ability to work with government and academic departments and offices.
- Excellent verbal and written communication skills.
- To maintain integrity, confidentiality and devotion to service.
- Professional commitment to meet deadlines.
- Qualified and interested women candidates are highly encouraged to apply.

Key Responsibility associated to Position

- Conduct interdisciplinary research in areas of national security
- To maintain various information database for research purpose.
- To maintain variety of paper and electronic records.
- Scientifically analyze, visualize and interpret research data and prepare report.
- To assist in planning and monitoring development and growth of the school.
- To assist organize workshops, training programme, conferences and seminars for stake holders in relevant areas.
- May also be called upon to take academic classes

RRU pro-actively pursues the empowerment of qualified female candidates in the overall setup of the University.

Educational Qualification & Experience

- MA/M.Sc in Cyber Psychology/Military Psychology/Forensic psychology/Clinical Psychology
- Freshers can apply.

Desirable Qualification

- Preference will be given to those who are having experience in the above mentioned educational qualification.
- Teaching, Research, and/or professional experience from reputed organizations/laboratories.
- Papers presented/published at Conferences and/or in refereed journals.
- Proficiency in English, Hindi, and Gujarati (preferably).
- Excellent research skills.
- Ability to prepare reports/papers on various assignments.

Key Responsibilities and Duties

- To assist with ongoing research projects.
- To come up with innovative outreach projects.
- To efficiently design and carry out research works in the interdisciplinary areas of psychology.

Educational Qualification & Experience

- A candidate having 60% marks in Masters Degree in Forensic Science or Physical Science or Chemical Science or Biological Science from a recognized University/Institute with experience in a University Forensic Science School / Department of at least one year or similar experience in the laboratory of Govt/Semi Government/Public/Private University or institutions for at least one year.
- or
- A candidate having 60% marks in bachelors' Degree in Forensic Science or Physical Science or Chemical Science or Biological Science from a recognized University/Institute with experience in a University Forensic Science School / Department of at least three year or similar experience in the laboratory of Govt/Semi Government/Public/Private University or institutions for at least three years.

Other Desirable Qualification

- Experience of working in the laboratory of forensic educational institution / university.
- Excellent organizing skills, systematic, methodological, comprehensive approach to work.
- Excellent written and verbal communication skills.
- Knowledge of maintaining records of consumables and non-consumables in a laboratory of forensic science educational institution.
- Basic knowledge of Computers
- Having research / publications in National and International Journals.

Key Roles / Responsibilities

- Keeping upkeep records of scientific equipment's, glass wares, chemicals and other laboratory apparatus.
- To issue glassware, chemical and lab apparatus etc. to students for practical's and keep that in position after cleaning. The breakage and consumption, if any, shall be recorded for further necessary action.
- To maintain the logbooks.
- To perform tests and analysis under the direction of the supervisors.
- To maintain technical records and prepare records
- To look after overall respective laboratory management.
- To schedule and oversee the maintenance or calibration of equipments
- They will assist the different laboratory in-charge faculties in their research work, teaching and training and other day to day work as assigned by the teaching faculty and the Director of the School.
- To create and manage all data information regarding the laboratories
- To provide support in all research projects / assignments of SFRMNS and to carry out research and publication work as assigned.

➤ Educational Qualification & Experience

- Masters with first class in relevant field with minimum 03 years of experience or Bachelors in in relevant field with minimum 05 years of experience. Preference will be given to persons having a background in technology, IT, Computer science, electronics, and experience in start-up ecosystem, innovation, incubation; and good communication skills in English as well as liasioning skills

➤ Roles and Responsibilities

- Determine and define project scope and objectives.
- Estimate resources needed to reach objectives and manage resources in an effective and efficient manner.
- Prepare budget based on scope of work and resource requirements.
- Track project costs in order to meet budget.
- Develop and manage a detailed project schedule and work plan.
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments and progress.
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.
- Utilize industry best practices, techniques and standards throughout entire project execution
- Measure project performance to identify areas for improvement.
- Laying out, initiating and organising a vertical that will initiate research and create databases on the ecosystems that exist in the indigenous defence industry.
- Work on Innovations, Incubations, Entrepreneurship and Start-ups Funded Research Projects
- Strong understanding of local, national, and global Start-up ecosystems to be able to nurture startups, innovators and students in taking their solution from idea-stage to prototype ready.
- Mentor startups, innovators and students in various aspects of business development and financing for their ideas.
- Assist in setting up of companies and other compliance.
- Engagement with stakeholders to understand the Research and Development requirements of the security industry and forces and liaison with partner institutions across the nation to initiate research projects on the same.
- Strategize on how to address these identified areas of work that arise out of such discussions in collaboration with private industry, start-ups, innovators, governmental organisations and other academic and research institutions.
- Develop research projects, collect data, data analysis and report writing in areas of law
- relating to security sector, social and criminal justice sector.
- Lead various projects as project manager and team manager.
- Makes all necessary all logistics, administrative arrangements for monthly events;
- Perform any other duties as required.

➤ Essential skills and abilities

- Ability to build credible relationships with engineers and subcontractors. Experience of liaising with internal and external customers, vendors and suppliers.
- Ability to estimate resources needed to reach objectives and manage resources in an effective and efficient manner.
- Financial awareness of the consequences of decisions and able to track and progress projects.
- Experience in managing project risk.
- Ability to create and deliver effective presentations.
- Experience of using Microsoft and other software packages to manage.
- Ability to work alone and as part of a Training & Development team.
- Comfortable performing experiments alone without close guidance or supervision.
- Excellent communication skills in verbal and written formats.
- You have a keen eye for detail and organization.
- Ability to work a flexible schedule (24x7) as a coordinator with Stakeholders
- Ability to openness to learning new ways of performing the given task.

Educational Qualification & Experience

- Masters with first class in relevant field with minimum 03 years of experience or Bachelors in in relevant field with minimum 05 years of experience.

Roles and Responsibilities

- Laying out, initiating and organising a vertical that will initiate research and create databases on the ecosystems that exist in the indigenous defence industry.
- Formulate appropriate environment for deliberation on standardisations in the defence industry, the government and other relevant stakeholders.
- Engagement with stakeholders to understand the Research and Development requirements of the security industry and forces and liaison with partner institutions across the nation to initiate research projects on the same.
- Communicate with defence and governmental training institutions to train and upskill personnel in technological advancements, disruptive technologies and its relevant ecosystem
- Hold discussions with the security forces to understand customised needs and qualitative requirements of each force.
- Strategize on how to address these identified areas of work that arise out of such discussions in collaboration with private industry, startups, innovators, governmental organisations and other academic and research institutions.
- Develop research projects, collect data, data analysis and report writing in areas of law relating to security sector, social and criminal justice sector.
- Lead various projects as project manager and team manager.
- Work with various security forces to trademark and patent technologies indigenously developed by various security forces and any other IPR issues that may arise for the security forces.
- Prepare major takeaways for Atmanirbhar Bharat and sends briefs to relevant stakeholders in Government and Embassies of India across the globe;
- Makes all necessary all logistics, administrative arrangements for monthly events;
- Perform any other duties as required.

Essential skills and abilities

- Proficiency in Microsoft Office programs and an interest in continued knowledge of technology as it evolves.
- Ability to work alone and as part of a Training & Development team.
- Comfortable performing experiments alone without close guidance or supervision.
- Excellent communication skills in verbal and written formats.
- You have a keen eye for detail and organization.
- Ability to work a flexible schedule (24x7) as a coordinator with Stakeholders
- Ability to openness to learning new ways of performing the given task.

Educational Qualification & Experience

- A candidate having a Master's degree from a recognized University.
- Preference will be given to candidates with Engineering background
- Minimum five (03) years' experience in relevant field or academia or administration preferably in academic research institute setup/ Government/Semi Government/ Public or Private Enterprise/Firms;

Other desirable Qualification:

- A candidate with excellent communication and technical capabilities will be considered.
- Strong preference for candidates with exposure to or having any teaching experience
- Candidates with engineering/technical background having 2D/3D engineering drawing skills will have a distinct advantage and strong preference over others.
- Professional competence and knowledge of functioning/rules/regulations of academic/research institutions is desired.
- Ability/experience in liaison work with government and academic institutions would be advantageous.
- Fluency in spoken and written English for communication & ability for independent correspondence is essential.
- Require excellent verbal and written communication skills; interpersonal and conflict resolution skills; organizational skills and attention to detail.
- Proficiency in Microsoft Word, Excel, Power Point, Email correspondence is a must.
- Knowledge of Hindi, Gujarati and/or other regional languages would be an advantage.
- Proven record of integrity, honesty, maintenance of confidentiality; devoted to work/dischARGE of responsibilities; ability and commitment for long working hours and weekends/holidays when essential; professional commitment to meet deadlines under stressful conditions

Key Responsibilities

- Assist School Director in the following activities:
- Coordinate and help setup Vocational Training programs of the School in partnership with reputed state-wide & national educational institutions.
- Deliberations and interactions with the students and research scholars.
- Accreditation, Affiliation and Certification Matters of the University.
- Liaise with State and Central Police organizations and other Security agencies on behalf of the School Director.
- Preparation of Faculty Workload related reports as and when required.
- Assist School Director in administrative activities related to recruitment and management staff for various teaching and research duties.
- All day-to-day functional and operational management.

- Work-related to research, data mining, data collation, data analysis and preparation of Reports based on them.
- Perform any other duties as assigned or as required by the School/University authorities from time to time.

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

- Graduation in any stream and Post Graduate Diploma in Sports Coaching in Athletics, Football, Kho-Kho, Volleyball, Handball, Kabaddi from recognized University/Institute.
- Minimum one years' experience in relevant field.
- Must have represented University/State/All India Inter-University competition/National level competition
- **Note:** For Sports training officer – Strength and Conditioning - Graduation in any stream and Post Graduate Diploma in Fitness Management from recognized University/Institute or ASCA/CSCS/UKSCA Level 1 accredited coach and Minimum one years' experience in Central/State Government/Semi-Government Organizations or Central/ State Universities/ Professional Clubs/ Training institutes/Organizations.

Other desirable Qualification and Qualities

- B.P.Ed or M.P.Ed Degree.
- Experience in organizing games & sports, cultural meets at the College and University level.
- Working knowledge of Computer (MS Office).
- Able to communicate/connect well with students/staff & faculty members.
- Ability to motivate & encourage students, staff & faculty members to actively take part in sports programs.
- Able to plan sports activities/programs independently.
- Good Coaching cum Teaching Skills.
- Good Communication Skills.
- Able to make training plans scientifically on paper as well as then able to execute them.
- Knowledge of Ground Construction of respective sports.

Key Responsibility

- Evaluating performance with the Latest IT-based equipment/instruments and providing suitable feedback, balancing criticism with positivity and motivation to students.
- Assessing strengths and weaknesses in a participant's performance and identifying areas for further development.
- Adapting to the needs and interests of a group or individual participants.
- Communicating instructions and commands using clear, simple language.
- Demonstrate an activity by breaking the task down into a sequence.
- Encouraging participants to gain and develop skills, knowledge, and techniques.
- Acting as a role model, gaining the respect and trust of the people you work with.
- Liaising with other partners in performance management, such as physiotherapists, doctors, and nutritionists.
- Working to a high legal and ethical standard at all times, particularly in relation to issues such as child safeguarding and health and safety requirements.
- Producing personalized training programmes.
- Maintaining records of participant performance.

- Coordinating participants' attendance at meetings and other sports events.
- Planning and running programmes of activities for groups and individuals.
- Transporting participants to and from training sessions and sports events.
- Seeking and applying for sponsorship agreements by marketing and promoting.
- Finding appropriate competitions for participants.

Educational Qualification & Experience

- Minimum 15 to 20 years of working experience as a Dog Instructor /Trainer including minimum 5 Yrs. experience in BSF or any similar organization in the similar role.
- Should have an experience of establishing and managing a full-fledged kennel (K9 Squad),
- Should be well acquainted with canine training and the behaviour and management of dogs.
- Should be able to train the handlers about the handling and working of K9 squad.
- Should have experience of dog breeding process.
- Should have extensive knowledge of behaviour modification techniques for dogs.
- Should have knowledge about proper nutrition diet and exercise for dogs.

Other desirable Qualification:

- The K9 trainer cum Instructor will be an expert who had trained more than 50 dogs in Govt. or Private sectors.
- Should have good experience of training of over 20 dog trainers / handlers.
- Should have experience of setting up K9 infrastructure and its maintenance.

Duties & Responsibilities:

- He / She will be responsible for extensive training program for Dogs on their various skills and ensuring that the K9 Squad meet performance standards.
- He / She will ensure that no dogs are ill-treated or over worked and are always well looked after during the training period and inculcate such ethos in all trainees and in the K9 squad.
- He / She will be responsible for managing K9 squad and its infrastructure.
- He / She will be responsible for overall supervision / inspection / monitoring of the dog handlers, dogs and kennel infrastructure.
- He / She will supervise overall feeding, welfare and management of K9 squad
- He / She will follow the vaccination of deworming regimes for the dogs and maintaining the record.
- He / She will maintain breeding history of K9 and records.
- He / She will organize daily physical trainings for dog handlers and dogs and maintaining the records.
- He / She will organize daily morning / evening games for dogs and handlers.
- He / She will maintain register / duty book of the handlers and dogs.
- He / She will prepare monthly and miscellaneous reports.
- He / She will make suggestions / observations of performance of K9 Squad.

Objective:

- A person will be responsible for facilitating the detailed coordination, execution, and follow-up of foreign visits, both domestically and overseas and coordination and implementation of international partnership activities.
- The role provides international partnerships subject matter expertise and contributes to the promotion and positive reputation of the University internationally, as it relates to international relationships with both partner and government institutions.

Essential and Minimum Qualification of the post:

Graduation from any recognized University with a minimum of 03 to 05 years of experience in a similar capacity.

Duties and responsibilities of the post:

- To handle International cooperation and engagements with various Police Academies, Police Universities, the Ministry of Interior for academics, training, research, and other mutual activities.
- Support the implementation of engagement strategies with institutional partners, stakeholders, and/or international organizations to assist the awareness building and reputation management of the organization;
- Assist in the coordination and/or the handling of inquiries from institutional partners, stakeholders, international organizations and/or the public at large;
- To have close coordination with MEA to impart training and expertise in the area of Security and Policing under their various schemes.
- To promote University and its activities worldwide.
- Support actively the organization and preparation of events and other activities involving institutional and international partners and/or stakeholders;
- To offer consultancy services to many countries in different areas.
- To initiate different programs and projects for the students of the University.
- Exchange of students, Exchange of faculty, sharing of expertise.
- International student recruitment.

Skills and knowledge required:

- Excellent knowledge of English (at least B2 level);
- Ability to work in a global environment with strong awareness and ability towards engaging with all cultures and interests is essential, as is the possession and

knowledge of principles, policies, and procedures to establish and develop international research and exchange programs which enables the interface between science and development communities.

- Experience in and knowledge of International relations;
- Excellent drafting skills (English), coordination and internal and external communication skills, analytical skills;
- Team player - working with others, Analysis and problem solving, Drive for Results, Political Savvy and Strategic Agility, Multi-tasking.

Essentials Qualification & Experience:

- Bachelor's degree in Building Construction, Construction Management, Civil Engineering, or Architecture.
- Have minimum 06 years of experience in the field of Civil Engineering in government or local bodies or Government undertaking board or Corporation or Limited Company established under act or University, on senior-level post.
- Experience in the Construction of Academic Buildings, Hostels at similar Educational Institutions will be preferred.
- Comfortable reading and understanding blueprints and drawings.
- Proficient in Microsoft Office and general computer software.
- Demonstrated knowledge of construction, engineering, and architecture principles.
- Ability to budget, schedule, negotiate, and control costs.
- High degree of familiarity with contract and subcontract documents, terms, and conditions.
- Strong leadership and management skills.
- Quality control assurance at field work

Responsibilities for Construction Project Manager (Equivalent to Executive Engineer)

- Determine and define scope of work and deliverables
- Predict resources needed to complete project
- Obtain necessary permits, approvals, and other regulatory prerequisites
- Draft and submit budget based on scope of work and resource requirements
- Manage costs in order to meet budget
- Provide direction over contracts and subcontracts
- Manage construction schedule and activities
- Issue progress updates as needed regarding costs and timelines
- Ensure work is done in compliance with all relevant building and safety code
- Coordinate efforts across entire project between architects, designers, engineers, and subcontractors

Essentials Qualification & Experience:

An advanced university degree (Master's or equivalent), preferably in communications, media, journalism and other related discipline is required.

A minimum of 5 years (7 years for a bachelor's degree) of progressively responsible experience in media relations and all aspects of communications work.

- Experience of working in a creative public relations or marketing role would be an added advantage.
- Proven ability to achieve coverage of issues and experts.
- Proven ability to develop good content

Vernacular required: Fluency in both written and spoken English is required.

Key Role and Responsibilities:

- To support implementation of media strategies, tactics and messages to achieve maximum measurable impact on RRU profile, specifically on programmatic, policy and campaigns.
- To build and maintain excellent relationships with relevant journalists, broadcasters and commentators in international countries' media.
- To draft media announcements, releases and advisories.
- Prepare and support formulation of background notes, speeches and talking points for public appearances.
- To pitch stories to journalists and organizing press briefings, as directed.
- To support development and use of related infrastructure, including press lists, media monitoring services, online broadcast video delivery services, etc.
- To offer expert advice on reputational and other media risks arising from programmatic, policy and campaigns issues.
- Develop a media outreach plan to identify and build relations with a network of traditional and specialized media and maintain these relations to increase RRU media profile.
- Produce media briefs, kits and timely press releases and build internal capacity to work with media effectively.
- Work with various departmental teams to ensure that the communications activities calendar is kept up to date and is applied for weekly planning in consultation with the Heads of the University.

- Actively create media visibility opportunities for the University senior management, preparing talking points, and facilitating radio, TV and print media interviews where necessary.
- Manage and develop innovative and strategic cutting-edge social media content and campaigns, grow the University audience on Facebook, Twitter, Linked In and other relevant existing and emerging platforms.
- Manage the University social community. Promote search engine optimization and provide monitoring and analysis to streamline performance for better outcomes.
- Build relationships with social media editors at leading news and media organizations, helping to secure external placement of the University content and enhance coverage of its work. Work with various departmental teams to ensure comprehensive digital coverage of events and launches worldwide.
- Ensure development of high quality content and dissemination of internal and external monthly newsletters, develop subject specific content for external use as and when required.
- Flexibility and adaptability to perform other duties as and when requested by the University.

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 Experience, age and qualification will be reckoned as on the last date of the application i.e. 26 June 2022
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. The contract period may be renewable as per the needs of the University, performance and the availability of funding.
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, with due consideration to the objective and purpose of the University with an aim to promote and strive for excellent academic, research, training and extension eco-system in the field of security and police.
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. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. The University shall not be responsible for any postal delay at any stage and will not consider an application received after the last date to the University.
7. 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.
8. Applications in hardcopy will be accepted along with all self-attested testimonials, certificates / educational qualifications and all supporting documents and which must reach to “The Assistant Registrar, Human Resource Section, Rashtriya Raksha University Address: At. Lavad, Ta. Dehgam, Gandhinagar PO -382305; on or before 26/06/2022, 04:30 P.M. through R.P.AD/Speed Post/Courier/ vai email on career@rru.ac.in or in person.
9. The short-listed candidates will be called for interviews (online/offline as per prevailing Covid-19 situation) after a due screening of the applications through email only. For any query or clarification, please feel free to contact ar.hr@rru.ac.in
10. Read carefully qualification & experience for the requirements of the relevant discipline and apply only if you have requisite qualifications and experience.
11. 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;
12. No TA / DA shall be paid to the candidates for attending the interview.

13. 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.
14. 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.
15. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
16. Candidate has to stay at Rashtriya Raksha University, Lavad Campus, if required.
17. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya Raksha University.
18. Reporting time for the Interview is mentioned in the aforementioned table. No candidate shall be considered after given reporting time.
19. 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.
20. Qualified female, reserved category, minority candidates are strongly encouraged.
21. COVID-19 Guidelines to be followed during the 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.
22. Candidate has to download the brief profile of the candidate for teaching staff for the 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.
23. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
24. The University retains the clarification to offset the experience with education qualification and VICE-VERSA

COVID-19 Guidelines to be followed during the Interview.

1. Candidates will not be allowed for **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 **Interview**
3. Any Luggage will not be allowed within the premises during **Interview**. It should be keep outside the premises.
4. Accompanying person(s) will not be allowed within the premises during the entire **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 in interview for which position:
4. Date & Time of 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: