



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

Recruitment of Teaching&Non-Teaching Positions 07/2022
Arunachal Pradesh and Uttar Pradesh Campus

Recruitment for the following Teaching & Non-Teaching posts purely on a contractual for the Arunachal Pradesh and Uttar Pradesh campuses of Rashtriya Raksha University

| Sr. No. | Name of the Post | Nature of Position | Monthly Fixed Remuneration in INR |
|----------------|--|-----------------------------|--|
| 01 | Assistant Professor (Police Administration/ Physical Education/Information Technology) | Contractual for 364 days | 87,000/- |
| 02 | Assistant Drill Instructor | Contractual for 364 days | 22,000/- to 25,000/- |
| 03 | Sr. Administrative Officer | Contractual for 364 days | 50,000/- to 60,000/- |
| 04 | Administrative Assistant cum Coordinator /PA to Campus Director | Contractual for 364 days | 22,000/- to 25,000/- |

| | | | |
|----|---|-----------------------------|----------------------|
| 05 | Administrative cum Accounts Officer | Contractual for 364 days | 35,000/- to 40,000/- |
| 06 | IT Officer | Contractual for 364 days | 35,000/- to 40,000/- |
| 07 | Sports Training Officer | Contractual for 364 days | 35,000/- to 40,000/- |
| 08 | Assistant Hostel Warden (Boy & Girl) | Contractual for 364 days | 22,000/- to 25,000/- |
| 09 | Driver cum Assistant | Contractual for 364 days | 22,000/- to 25,000/- |
| 10 | Jr. Civil Engineer | Contractual for 364 days | 35,000/- to 40,000/- |
| 11 | Junior Security Officer | Contractual for 364 days | 22,000/- to 25,000/- |

I/c Registrar

Eligibility Criteria for the Contractual Positions

(Sr. No. 01)

Assistant Professor

Objective:

RRU invites applications for the position of Assistant Professor / Assistant Professor of Practice from suitable candidates in any discipline. The Assistant Professor / Assistant Professor of Practice are expected to play key pedagogical and leadership roles in the development of RRU. This includes developing centres, clusters of innovation, courses and programs, engaging with students and faculty, and reaching out to security organizations, industry including security related MSMEs. Candidates will also contribute to activities and design projects, facilitate novel pedagogical practices by promoting active learning, creativity, and innovations, and teach graduate and undergraduate courses at RRU.

Educational Qualification & Experience for Assistant Professor other than Engineering & Technology.

Master's degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university with having National Eligibility Test (NET) and / or PhD in the relevant area.(NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.)

OR

Educational Qualification & Experience for Assistant Professor (InformationTechnology/ Applied Engineering Technology)

First Class Master's Degree in the appropriate or a relevant branch of Engineering(Engg.) & Technology (Tech).

Key Responsibilities:

- Assisting with various departmental duties and providing academic support to Professors and other staff.
- Recruiting, training, and mentoring new TAs and other junior staff.
- Conducting research and publishing papers in academic journals.
- Representing the university at conferences and delivering presentations when necessary.
- Teaching and supervising undergraduate and graduate students.
- Providing demonstrations and supervising experiments and investigations.

- Answering questions in class or via email or telephone.
- Providing Professors and Department Heads with feedback on student progress.
- Writing proposals to secure funding for research.
- Attending faculty and departmental meetings and voicing concerns or providing suggestions for improvement.

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

Educational Qualification & Experience

Ex. Police/Army/CAPF/CPO/CIPF Personnel men/women 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

- 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 and Hindi 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;
- Have to relocate whenever require at the various campuses of RRU.

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

(Sr. No. 4) Administrative Assistant cum Coordinator /PA to Campus Director

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 Hindi 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 and Hindi language

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

(Sr. No. 5)

Administrative cum Account officer

Education Qualification & Experience

- A candidate having 55% marks in Master's degree with Accounting 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 with Accounting 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:

- Candidates having excellent verbal and written English communication
Minimum Three (3) year experience required.

Key responsibility

- Maintaining financial records.
- Handling accounts payable and receivable.
- Checking invoices.
- Resolving accounts to the general ledger.
- Contacting clients about transactions and invoices.
- Handling queries related to accounts.
- Budgeting
- Finalisation of Accounts
- Banking work & All Accounting work.

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

Education Qualification & Experience

- B. Tech/ M. Tech / BCA / MCA in Computer/Electronics Engineering with minimum 7 years of experience in relevant.
- 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.

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

Educational Qualification & Experience:

- Graduation in any stream and Post Graduate Diploma in Sports Coaching 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.

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

(Sr. No. 8) Assistant Hostel Warden (Boy & Girl)

Educational Qualification & Experience

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

Other desirable Qualification:

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

Key responsibilities

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

- To do other assigned work as discussed and decided by University,
- Candidate must have to stay at Rashtriya Raksha University Campus.

(Sr. No. 9) 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

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 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 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. 11)

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

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. **29/07/2022**.
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 or 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 29/07/2022, 04:30 P.M. through R.P.AD/Speed Post/Courier or in person** or via email on career@rru.ac.in
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.
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. If you have any query/questions/information, please write only on career@rru.ac.in
25. 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: