



## **RASHTRIYA RAKSHA UNIVERSITY**

**(An Institution of National Importance)**

**Pioneering National Security and Police University of India**

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### **Expression of Interest for the contractual post of Project Assistant(s) in the Directorate Of Indigenization Innovation and Start Ups (DIIS) at the Rashtriya Raksha University.**

Rashtriya Raksha University invites an expression of interest for a highly fulfilling and satisfying assignment of Project Assistants in the Directorate of Indigenization Innovation and Start Ups (DIIS) at the Rashtriya Raksha University (RRU) from the interested candidates.

#### **About Rashtriya Raksha University**

- Rashtriya Raksha University, an Institution of National Importance of India, Pioneering National Security and Police University of India, Ministry of Home Affairs, Government of India, is established by the Parliament of India, Act No. 31 of 2020.
- The University aims to become an academic-research-training ecosystem for national security and police. Its endeavours focus on highly professional national security, police education, research, and training through its qualified civilian and security faculty, committed human resources, motivated participants and students, intellectually stimulating and professional disciplined environment, and worldwide network, sharing, and exchange. It aims at providing security and strategic education in contemporary and futuristic security and strategic studies and interdisciplinary areas.
- RRU has set up the Directorate of Indigenisation, Innovation and Start Ups (DIIS) with an aim to facilitate innovation, incubation, and technology acceleration in the national security domain. DIIS

is geared to integrate component technologies onto a platform and facilitate the gradual development of the technology to meet the qualitative requirements(QRs) of the forces.

- DIIS has been collaborating with various industries and academia for partnerships over interdisciplinary and technology domains. DIIS has been working with a broad coalition of researchers, practitioners, government agencies, and students in an attempt to improve the security infrastructure of our nation through technological and social innovations. The goal is to provide the highest level of support to security forces by bringing industries, academics, and research one step closer to realizing the innovation potential of our nation.

➤ **Job Title: Project Assistant (Technical)**

➤ **Vacancies: 02**

#### **Educational Qualification & Experience**

- B.Tech/B.E (IT, Mech., Electricals, Electronics)/ BCA.Preference shall be given to the candidate pursuing or holding post graduate degree in the above mentioned disciplines.
- Candidate should have a fair understanding of innovation in defence, security studies, strategic studies, defence markets, start-up ecosystem & national security.
- Candidate should have good communication and liasioning skills with fluency in English language.
- Candidate with an experience of 6 to 12 months shall be preferred.

#### **Roles and Responsibilities**

- To assist in Product Designing & Development
- To assist with Technology Transfer & other IPR related activities
- To assist with Innovations, Incubations, Entrepreneurship and Start-ups Funded Research Projects
- To develop a strong understanding of local, national, and global Start-up Ecosystems

- To develop an adequate knowledge of IPR policies and patent filing
- To assist in creating Infrastructure, Policies, Processes, and Frameworks for Incubation and Start-ups
- To possess administrative, managerial, and leadership skills
- To work independently and provide vision to the incubate companies and Start-ups
- To liaise with other Incubation center of Govt
- To manage social media/Website and curate online content
- To assist Project Officers/Managers/Directors for any duty/task assigned
- To guide and encourage student participation in startups.

➤ **Job Title: Project Assistant (Legal)**

➤ **Vacancies: 01**

### **Educational Qualification & Experience**

- B.A LLB/B.Tech LLB/BBA LLB/LLB(3yrs). Preference shall be given to the candidate pursuing or holding post graduate degree in Company Law or Intellectual Property Rights Law.
- Candidate should have a fair understanding of innovation in defence, security studies, strategic studies, defence markets, start-up ecosystem & national security.
- Candidate should have good communication and liasioning skills with fluency in English language.
- Candidate should have an experience in drafting Contracts/Agreements/MOUs/SOPs/Legal Notices or any other legal document.
- Candidate with an experience of 6 to 12 months shall be preferred.

### **Roles and Responsibilities**

- To assist in drafting of legal documents/ agreements/contracts/MOUs/SOPs etc in

the area of Company Law Matters/ Arbitration matters / Service matters /Taxation/Labour laws / Civil Suits /Writ matters /Consumer Protection Laws/Custom Laws/IPR and other commerce-related laws.

- To assist with Technology Transfer & other IPR related activities
- To assist with Innovations, Incubations, Entrepreneurship and Start-ups Funded Research Projects
- To develop a strong understanding of local, national, and global Start-up Ecosystems
- To develop an adequate knowledge of IPR policies and filing procedures.
- To assist in creating Infrastructure, Policies, Processes, Frameworks and Research Proposals for Incubation and Start-ups
- To develop knowledge of SSI/MSME registration
- To develop administrative, managerial, and leadership skills
- To work independently and provide vision to the incubate companies and Start-ups
- To Assist Project Officers/Managers/Directors for any duty/task assigned

➤ **Job Title: Project Assistant (Business Development)**

➤ **Vacancies: 01**

#### **Educational Qualification & Experience**

- Bachelors in Business Administration (Business Management/Finance/Entrepreneurship/Marketing/Digital Marketing). Preference shall be given to the candidate pursuing or holding post graduate degree in the above-mentioned disciplines.
- Candidate should have a fair understanding of innovation in defence, security studies, strategic studies, defence markets, start-up ecosystem & national security.
- Candidate should have good communication and liasioning skills with fluency in English

----- Lavad - Dehgam - 382305 Gandhinagar, Gujarat, INDIA -----

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**Phone:** +91 79-68126800, **Fax:** +9179-68126820, **Website:** [www.rru.ac.in](http://www.rru.ac.in)

language.

- Candidate with an experience of 6 to 12 months shall be preferred

### **Roles and Responsibilities**

- To assist with Innovations, Incubations, Entrepreneurship and Start-ups Funded Research Projects
- To develop a strong understanding of local, national, and global Start-up Ecosystems
- To develop knowledge of business plan development, strategic partnership, market analysis, and company registrations
- To develop Knowledge of SSI/MSME registration
- To develop administrative, managerial, and leadership skills
- To work independently and provide vision to the incubate companies and Start-ups
- To liaise with other Incubation center of Govt.
- To Manage social media/Website and curate online content
- To assist Project Officers/Managers/Directors for any duty/task assigned
- To guide and encourage student participation in startups.

### **➤ Other Essential skills and abilities**

- General experience of assisting projects in Defence /IT/IPR.
- 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.
- Assisting in organizing various Conferences, Events, Seminars etc.
- Ability to work a flexible schedule (24x7) as a coordinator with Stakeholders
- Ability to openness to learning new ways of performing the given task.

➤ **Monthly Remuneration to be offered:** - INR 20,000 - 25,000/-

➤ **Total Number of Vacancies Available** - 04

➤ **Contract Period:** 364 days

➤ **Selection Process & Terms:**

- The applicants will be shortlisted by an expert Committee of RRU from all the applications received. Shortlisted applicants shall then be invited for a personal interview by a high-level empowered selection committee.
- A merit list of candidates shall be created based on eligibility criteria and personal interviews, and in order of precedence of the merit list, an applicant shall be selected for the position of the Project Assistants.
- A formal employment offer shall only be offered to the selected applicant upon mutual understanding of joining date and strategic outlook of the selected candidate.

➤ **How to Apply:**

- Interested candidates can submit their **Resume** with the **Non-Teaching Application Form** (The Form should be neatly and legibly filled or typed preferably in font size 12 & Style **Garamond**). The application with resume & form to be submitted at [sastra@rru.ac.in](mailto:sastra@rru.ac.in) India with **Subject: Application for the Post of Project Assistant at DIIS** on or before **14<sup>th</sup> October 2022 till 1700 HRS.**
- The candidates should also submit their application details via google link: <https://forms.gle/HSQCTdYvEKsb3DwH9> before 14<sup>th</sup> October 2022 till 1700 HRS (Mandatory).
- The final applications will be considered of only those candidates who have applied by email and submitted the google link, both.
- The short-listed candidates will be called for interviews (online/offline as per prevailing Covid-19 situation) after a due screening of the applications.
- For any query or clarification, please feel free to contact [sastra@rru.ac.in](mailto:sastra@rru.ac.in), +91 9978401179.

## General Instructions

1. The prescribed qualifications and/or experience shall be the minimum, and the mere fact that a candidate possesses the same shall not entitle him/her for interview. The Rashtriya Raksha University shall have the right to restrict the number of candidates to be interviewed to a reasonable level based on better or higher qualifications and experience than the minimum prescribed.
2. The contractual appointment shall end on the stipulated date of expiry of contract in appointment letter. Selected candidates shall have no right to renewal, extension or conversion into permanent employment.
3. The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification, experience, remuneration and requirements.
4. Canvassing or influencing in any form on behalf of any candidate will disqualify such candidate. Rashtriya Raksha University reserves the right to take appropriate action against such candidate.
5. All the candidates are expected to download **Non-Teaching Application Form** from University website, duly fill and bring along with them the “Brief Profile Form” for the interview. The Form should be neatly and legibly filled or typed preferably in at least 12 Garamond font size.
6. Filled the form for the same and produce at the time of document verification with all necessary documents with true copy.
7. Read carefully qualification & experience for the requirements of the relevant discipline and apply only if you have requisite qualifications and experience.
8. The Rashtriya Raksha University shall have the right to:
  - a. relax any of the qualifications/experience at its discretion;
  - b. draw/ reserve panel(s) against the possible vacancies in the near future;
9. Experience and qualification will be reckoned as on the date of interview.
10. No TA / DA shall be paid to the candidates for attending the interview.
11. In case of any inadvertent mistake in the process of selection, which may come to notice at any stage even after the issue of appointment letter, the Rashtriya Raksha University reserves the right to modify / withdraw / cancel any communication or offer, made to the candidates at any stage.



12. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Rashtriya Raksha University shall be final and binding.
13. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
14. Candidate has to stay at Rashtriya Raksha University, Lavad Campus, if required.
15. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya Raksha University.
16. The candidates are required to attach copies of their resume with photograph, affixed on all copies, original and one set of photocopy of their Academic certificates, Experience certificate and other documents.
17. Qualified female, reserved category, minority candidates are strongly encouraged.
18. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
19. Rashtriya Raksha University reserves the right to cancel the recruitment at any stage without giving a reason.
20. If you have any query/questions/information, please write only on **sastra@rru.ac.in**
21. The University retains the clarification to offset the experience with education qualification and VICE-VERSA.