



RASHTRIYA RAKSHA UNIVERSITY

(An Institution of National Importance)

Pioneering National Security and Police University of India

EOI for the contractual post of Project Officer in Internship & Placement Branch at the Rashtriya Raksha University

Name of Post: Project Officer

➤ **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 world-wide network, sharing, and exchange. It aims at providing security and strategic education in the contemporary and futuristic security, police and strategic studies and interdisciplinary areas.

The University contributes to the vision of India of Peace, Prosperous and Stable World in alliance with grand strategic cooperation between like-minded nations and promoting greater understanding between internal security officers, police forces, military and para-military forces, diplomats, civil servants, and civilians to promote the cause of the Nation. It adopts a two-tier approach, at the national and international levels, in its education, research and training, and extension in order to achieve capabilities to respond to the needs, expectations, and aspirations of the security, police and strategic institutions and forces as well as law-making, governance, judiciary, economy and the civil society organizations.

➤ **About Internship & Placement Branch:**

Internship & Placement Branch (I&PB) is a facilitating body conducting training, counselling skill enhancement activities for the final placement of the young minds of the university. RRU believes in creating professionals with a sense of integrity, awareness & excellence. I&PB is enthusiastic to bridge the gap between the students and the world outside the campus to be able to chase their dreams. Apart from providing job and internship opportunities, I&P Branch also offers guidance to students that helps them shape their career to empower the students to discover their true potential and help them to pursue their dreams in all possible career verticals including entrepreneurship, placement, further study and competitive examinations.

Lavad - Dehgam - 382305 Gandhinagar, Gujarat, INDIA

Phone : +91 79-68126800, **Fax :** +9179-68126820, **Website :** www.rru.ac.in

Students can avail I&P Branch resources that help them to explore and plan their career effectively. I&P Branch also conducts various sessions that help students in career counselling, resume preparation, screening tests, group discussion, interview process, personality development, interactions with Alumni where they share their journey & experience and through that inspire the budding graduates. The I&P Branch provides a platform where opportunity taker(students) and opportunity giver (recruiter) can come together to explore avenues of a fruitful and collaborative association. We are proud of several such associations in the past in the form of internships and placements for which we are grateful to participating organizations both from India and abroad.

➤ **Objective:**

Project Officer is being inducted in the I&P Branch to support the various projects running under the aegis of the I&P Branch and he/she will be SPOC for the concerned partner agencies.

➤ **Essentials Qualifications**

A candidate must have PG Diploma / Master Degree (Preferably MBA/MSW) from any recognized university with minimum 2 years of experience of handling various projects.

➤ **Role & Responsibility:**

- A Project Officer will be responsible to conceptualise, plan, execute and moderate various projects related to mass employment of the youth in the country.
- The Project Officer will identify the motivated youth (Predominantly 10th / 10+2) and encourage them to join the various security training programmes by RRU.
- The trained youth subsequently may join the internal security forces like defense forces, police forces or private security forces.
- The person should be willing to travel to the remotest corner of the country.
- He/she has to work on the micro level and identify and mobilise the youth.
- He/she has to prepare the curriculum of the training programme, find the resource persons who will train the youth, identify the infrastructure to conduct the trainings, monitoring & execution of the project and account settlement of the projects.
- The Project Officer is primarily responsible for research, coordination, networking, talking and visiting, pushing agenda, learning from global and national practices, maintaining data, among others.
- Proficient in delivering lectures on various topics such as personality development, human resource management, OB as & when required.
- Perform related duties as assigned by the Internship & Placement Branch.
- Perform any other duties as assigned by the offices of the Vice-Chancellor, Pro Vice-Chancellor, Dean & Registrar.
- **Note:** Preference may be given to female candidates subject to performance in the Interview.

➤ **Work Domain:**

Community outreach, youth outreach, networking, talking and visiting, Liaising, pushing agenda, learning from global and national practices, coordination, maintaining data, Research. Work from office and extensive traveling across the country.

➤ **Remuneration to be offered: Rs. 53,000/- per Month**

➤ **Duration:**

Initially for 364 days, depending upon the performance and needs of the University, possibility of long-term appointment with competitive benefits and entitlements.

➤ **Application documents to be shared:**

- Interested candidates can send their resume, relevant documents (academics & employment) with the application form on or before **January 31, 2023 up to 1700 hrs, to recruitments@rru.ac.in**
- The short-listed candidates will be called for online/offline interviews.
- For any query or clarification, please feel free to contact recruitments@rru.ac.in
- Note: 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. RRU will not respond to the individual queries regarding the status of the application. If the case is recommended for further processing or further clarification is required during the review process, the University will get in touch with the candidate.

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. Rashtriya Raksha University shall have the right to restrict the number of candidates to be interviewed to a reasonable level based on better or higher qualifications and experience than the minimum prescribed.
2. The contractual appointment shall end on the stipulated date of expiry of contract in appointment letter. Selected candidates shall have no right to renewal, extension of conversion into permanent or any other 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, 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. Serving Officers from Police, CAPF, Think Tank, Research and Teaching Institutions, Public Institutions of Central Government, State Government, Autonomous Institutions or Institution of National Importance having relevant experience are highly encouraged to apply and may be considered on deputation, lien or as per the recommendations of selection committee.
4. Canvassing or influencing in any form on behalf of any candidate will disqualify such candidate. Rashtriya Raksha University reserves the right to take appropriate action against such candidate.
5. All the candidates are expected to download Brief Profile Form from University website, duly fill and bring along with them the "Brief Profile Form" for the interview. The Form should be neatly and legibly filled or typed preferably in at least 12 Garamond font size and also need to send the motivation letter of one 1 page
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 (if offline)
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 bring three copies of their resume with photograph, affixed on all copies, original and one set of photocopies of their Academic certificates, Experience certificate and other documents.
17. Qualified female, reserved category, minority candidates are strongly encouraged.
18. COVID-19 Guidelines to be followed during the walk-in-interview. Candidate has to submit the Corona self-declaration form to security before entering in to the premises of the University as per Annexure-III.
19. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
20. Rashtriya Raksha University reserves the right to cancel the recruitment at any stage without giving a reason.
21. If you have any query/questions/information, please write only **recruitments@rru.ac.in**
22. The University retains the right 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: