



# RASHTRIYA RAKSHA UNIVERSITY

An Institution of National Importance

Pioneering National Security and Police University of India Lavad -  
Dehgam - 382305 Gandhinagar, Gujarat, INDIA

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## EOI Notification: 11/2024

**Expressions of Interest are invited from qualified candidates for Teaching &  
Non-Teaching contractual positions**

### 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.

Sr. No.	Name of the Post	Nature of Position	Remuneration in INR to be offered
01	Assistant Professor (Informational Technology/ Computer Science)	Contractual for 364 days	92,239/-
02	Deputy Librarian	Contractual for 364 days	1,40,000/ to 1,45,000/-
03	Campus Director	Contractual for 364 days	1,20,000/ to 1,25,000/-
04	Training Officer	Contractual for 364 days	56,010/-
05	Assistant Hostel Warden (Boys & Girls)	Contractual for 364 days	41,061/-

### 01. Assistant Professor (Engineering & Technology)

- B.E / B. Tech. degree in Electronics and Communication/ Electronics/ Computer Science/ Information and Communication Technology/ Electronics and Telecommunication or relevant branch with First Class in Master's Degree in Engineering (Engg.) & Technology (Tech). with a specialization in VLSI design, Embedded Systems, Semiconductor Devices, VLSI Fabrication, VLSI Verification & Testing Hardware Security.

#### Other Preferable Desirable:

- Ph.D. candidates with or without teaching experience in above mentioned specialization may be given preference for this position.

## 02. Deputy Librarian

### Eligibility Criteria:

- A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.
- Eight years (08) experience as an Assistant University Librarian/College Librarian.
- Evidence of innovative library services including integration of ICT in library.
- A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library

### Key Responsibilities:

- To generally assist the Library staff in planning of academic and professional work in the Library;
- To contribute to the educational functions of the University by providing bibliographic guidance in the area of specialisation;
- To plan book-acquisition programme in the area of specialization;
- To work out exchange and gift arrangements with institutions in India and abroad;
- To develop documentation programme in the concerned areas;
- To contribute toward professional inquiry and research through publications, attending seminars and conference;
- To develop programmes of library management for improving efficiency of the library; .
- To perform any other responsibility assigned by the University within India and Outside India.

### 03. Campus Director

#### Essentials Qualification & Experience:

- Master's degree with 55% marks from a recognized university or any equivalent qualification recognized as such by the Government with 5 years (05) of relevant experience.

**OR**

- Bachelor's degree with 55% marks from a recognized university as such by the Government with 8 years (08) of relevant experience.

#### Other Desirable qualification:

- Advanced communication, public relations, instruction, conflict resolution, multitasking, problem-solving, facilitation, management, critical thinking, decision-making, and organizational skills.
- English language skills required may be preferred.
- Monitoring and Supervision of Construction and maintenance work
- Ability to verify construction work with bills of the contractor
- Ability to handle Dead Stock of the campus and procurement of requirement
- Ability to communicate effectively with various stakeholders
- Ability to perform responsibilities with the necessity of close supervision

#### Key Responsibilities:

- **In the area of concentration and within the limits of delegated authority, the Campus Director will be responsible for the following duties:**
  - The Campus Director organizes, directs, evaluates, and supervises the Campus Development and Maintenance Section staff.
  - Plan, develop, manage and oversee the administration of the University's building facilities and related services to provide the university community with quality infrastructure that meets the needs.
  - Develops and implements curriculum and programming for the campus programs.
  - The Campus Director Develops and implements all short-term and long-term strategies and ensures consistency in the same.
  - Involved in campus operations around the improvement of instruction maintaining safe and orderly environments.
  - Supervises the ordering, inventory, and distribution of materials and equipment.
  - Analyze all fiscal requirements for campus and execute strategies to achieve the same.
  - The Campus Director manages campus facilities, develops disaster, safety, crisis, and evacuation plans, and ensures the security of buildings.
  - Monitor all work and ensure compliance with all central and state regulations.
  - Assess and manage risks associated with the use of buildings and grounds
  - The Campus Director analysis program facilities, equipment, materials and makes recommendations for needed changes.
  - Plan and manage the University's residence services to maximize benefits to the University and provide a positive student experience and outstanding service.
  - Supervise all administrative functions for campus and ensure a neat and clean appearance.
  - Supervise and provide required training to mid-level management.
  - To prepare the e-tender and complete the process as per GOI norms Supervision of the University campus and suggest the necessary actions for the betterment of the campus.
  - Provide the University and its community with reliable, effective and efficient management and maintenance of lands, buildings, spaces and facilities
  - Keep abreast of new approaches and developments in property management and related services thus enhancing Campus Services.

- The Campus Director has to stay at Lavad Campus of the University.
- To perform any other responsibility assigned by the University within India and Outside India.

## **04. Training Officer**

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

- Master's degree (preferably Masters of Business Administration) minimum 55% marks and at least three years (03) of relevant experience in the field of Administration.

**OR**

- Bachelor's degree (preferably of Business Administration) minimum 55% marks, and at least five years (05) of relevant experience in the field of Administration.

### **Key Roles / 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.
- Perform any other duties as assigned by the University/School Authorities in India or Outside India.

## 05. Assistant Hostel Warden (Boys & Girls)

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

- Bachelor's degree with minimum 55% marks in any discipline from a recognised University, with three years (03) of experience as a Hostel Superintendent/Hostel Supervisor/ University or College Hostel administration, preferably at an academic institution/Government/Semi-Government/private institution.

### ➤ **Other desirable Qualification:**

- Fluency in English and Hindi is essential;
- Excellent verbal and written communication skills;
- Should have adequate knowledge of computers;
- Experience of the University /College Hostel would be an added advantage;

### **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 and other Campus if required;
- Perform any other duties as assigned by the University/School Authorities in India or Outside India.



## How to apply:

- On or before June 24, 2024, till 1700 HRS, interested applicants should send their resume, application form, academic certificates, and employment relevant certificates/letters (experience & reliving) to [career@rru.ac.in](mailto:career@rru.ac.in)
- Only the short-listed candidates will be contacted for interviews. The mode of the interview will be communicated to the shortlisted applicants.
- Candidates not furnishing their documents as requested above may consider their application automatically disqualified.
- For any query or clarification, please feel free to contact [ar.hr@rru.ac.in](mailto:ar.hr@rru.ac.in)

**Note 01:** Applications will not be considered after the last date. RRU will not respond to individual queries regarding the status of the application. The University will contact the applicant if additional information is needed during the screening process or if the case is recommended for further processing.

**Note 02:** Experienced and superannuated applicants are highly encouraged to apply by the general principle of pay minus pension and changes made by the Government of India from time to time therein.

## 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 or 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 candidates.
5. All the candidates are expected to download Brief Profile Form from the 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 produced at the time of document verification with all necessary documents with true copy.
7. Read carefully the 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 the 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
13. Rashtriya Raksha University shall be final and binding.
14. No correspondence will be entertained from candidates regarding late applications and for not being called in interview.
15. Candidate has to stay at any Rashtriya Raksha University Campuses, if required.
16. The appointment shall be governed by the rules, regulations, and/or decisions of the Rashtriya Raksha University.
17. Address of Headquarters: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305,Gujarat, India.
18. Rashtriya Raksha University reserves the right to cancel the recruitment at any stage without giving a reason.
19. If you have any queries/questions/information, please write only [ar.hr@rru.ac.in](mailto:ar.hr@rru.ac.in)
20. The University retains the right to onset the experience with education qualification and vice-versa.
21. The University reserves the right to transfer its employee in any campuses of RRU

