



गृह मंत्रालय
MINISTRY OF
HOME AFFAIRS

सत्यमेव जयते



RASHTRIYA RAKSHA UNIVERSITY

An Institution of National Importance

Pioneering National Security and Police University of India

Ministry of Home Affairs, Government of India

Lavad - Dehgam - 382305 Gandhinagar, Gujarat, INDIA

Ph. +91-79-68126800, Fax : +91-79-68126820 Website : www.rru.ac.in

Date of Advertisement: 18th September 2024

EOI Notification: 21/2024

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

Contract duration: Initially for 01 year and it can be extendable upto 05 years*

Sr. No.	Name of the Post	Nature of Position	Remuneration in INR to be offered
01	Section Officer	The position is Contractual for 1 year, extendable up to 5 years *	70,000/- to 88,000/-
02	Graphic Designer		55,000/- to 70,000/-
03	Administrative Officer		55,000/- to 70,000/-
04	Sports Training Officer		55,000/- to 70,000/-
05	Library & Information Officer		55,000/- to 70,000/-
06	Technical Assistant		45000/- to 58,000/-
07	Administrative Assistant cum Coordinator		40000/- to 55,000/-
08	Library & Information Assistant		40,000/- to 55,000
09	Assistant Hostel Warden		40,000/- to 55,000
10	Training, Internship and Placement Officer (TIPO)		55,000/- to 70,000/-

***Note:** The contractual appointment will be made initially for one year and extendable up to maximum five (05) years subject to –

(1) The needs of the University; (2) Satisfactory performance of the candidate.

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 endeavors 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.

Eligibility Criteria for the Contractual Position

Position Name	Section Officer
Education Qualification & Experience	<ol style="list-style-type: none">1. Qualification: Bachelor's/Master's Degree with a minimum 55% of marks in any discipline from a recognized University or any equivalent qualification recognized as such by the Government2. Experience: Minimum four (04) years' experience at Level-6 or equivalent in the relevant field in a Distance Education Institution/ Technical Institute preferably under Central/State Govt. or Central/State Govt. Autonomous organization/ University/ recognized institute.
Other Desirable Qualification	<ol style="list-style-type: none">1. Fluency in English is essential;2. Excellent verbal and written communication skills;3. Excellent interpersonal and conflict resolution skills;4. Excellent organizational skills and attention to detail.
Key Responsibilities	<ol style="list-style-type: none">1. Ensure efficient and expeditious disposal of work including putting up own comments, suggestions for facilitating decision by competent authority;2. Recording, weeding out, indexing and digitization of records and training, helping and advising the staff;3. Ensuring maintenance of order and discipline in the section;4. Drafting of Guidelines, Policy etc;5. Allocating duties to staff, co-ordinating and supervising their work ensuring efficiency, discipline and observance of prescribed procedure;6. To undertake direct responsibility in respect of such important/confidential matters as may be assigned by the superiors;7. To ensure efficient management and coordination of work in the sections.8. To perform any other responsibility assigned by the University within India and Outside India.

Position Name	Graphic Designer
Education Qualification & Experience	<ol style="list-style-type: none"> 1. Qualification: Bachelor's Degree with a minimum 55% of marks in any discipline from a recognized University or any equivalent qualification recognized as such by the Government and Certification in Graphic Design/Product Design/Applied Arts/Multimedia Arts and other relevant subjects. 2. Experience: Candidate must have a minimum of 05 years of experience in graphic designing or industrial designing, or equivalent experience. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. Qualification: Master's Degree with a minimum 55% of marks in any discipline from a recognized University or any equivalent qualification recognized as such by the Government and Certification in Graphic Design/Product Design/Applied Arts/Multimedia Arts and other relevant subjects. 2. Experience: Candidate must have a minimum of 03 years of experience in graphic designing or industrial designing, or equivalent experience.
Other Desirable Qualification	<ol style="list-style-type: none"> 1. Expert level skills in most programs within the Adobe Creative Suite, particularly Photoshop, InDesign, and Illustrator, etc. 2. The ability to multi-task in a fast-paced, high-volume environment. 3. Strong written and verbal communication skills. 4. Detail-oriented, analytical, and tech-savvy. 5. Ability to be resourceful and determined to find a solution. 6. Excellent verbal and written communication skills. 7. 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.
Key Responsibilities	<ol style="list-style-type: none"> 1. Online Communication: Designing and conceptualizing Website, Website Banners, Landing Pages and Campaign collaterals for social media promotions. 2. External communication: Design all external print and web communication like Brochures, Case Studies, Documents, Presentations for pitches, etc. 3. Internal Communication: Design Emailers, Motion Graphic Videos, HR Communication Posters & Social Media Post. 4. Brand Identity: Logo design, Letterheads, Envelopes, Business Cards, I-cards, Stickers, Packaging collaterals 5. Event Communication: Designing and Conceptualizing Event Invites, Event Stage Backdrops & Props etc. 6. Independently visualize, conceptualize, and develop ideas, concepts, design and apply the appropriate media and style to meet the requirements of the stakeholders 7. 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.

Position Name	Graphic Designer
Key Responsibilities	<ol style="list-style-type: none"> 8. Rich experience in handling software such as Photoshop, Illustrator, InDesign, Premiere Pro, CorelDRAW and In Page. 9. Conceptualize and design marketing collaterals having a high visual impact such as logos, brochures, catalogs, leaflets, magazine, dangler, flyers, posters, outdoor signages, etc. 10. 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. 11. To perform any other responsibility assigned by the University within India and Outside India.

Position Name	Administrative Officer
Education Qualification & Experience	<ol style="list-style-type: none"> 1. Qualification: A candidate having a minimum 55% of marks in Master's degree from recognized University. 2. Experience: Minimum 03 years experience in relevant field or administration preferably in academic research institute setup/ Government/Semi Government/ Public or Private Enterprise/Firms; <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. Qualification: A candidate having a minimum 55% of marks in Bachelor's degree from recognized University with 2. Experience: Minimum 05 years experience in relevant field or administration preferably in academic research institute setup/ Government/Semi Government/ Public or Private Enterprise/Firms.
Other Desirable Qualification	<ol style="list-style-type: none"> 1. Fluency in English is essential; 2. Excellent verbal and written communication skills; 3. Excellent interpersonal and conflict resolution skills; 4. Excellent organizational skills and attention to detail.
Key Responsibilities	<ol style="list-style-type: none"> 1. Maintain various information databases (Including staff details) and office record properly for the audit purposes and for the senior management, supervision, follow up and proper work should be taken from the subordinate staff; 2. Noting and writing comments in important cases/email; 3. Cases should be submitted to higher authorities on time; 4. Provides a variety of administrative support functions; 5. May supervise and train subordinate staff; 6. May act as advisor on administrative matters to sections & subordinates; 7. Assisting in planning and monitoring the development of the school/University; 8. Plan, organize and monitor inter-departmental administrative programs and activities;

Position Name	Administrative Officer
Key Responsibilities	<ol style="list-style-type: none"> 9. Ensure timely correspondence with statutory bodies and contribute to the meeting of the needs of the bodies requirements, in consultation with the Office of the Vice-Chancellor and Registrar; 10. Maintain various information databases for the purposes of use by senior management; 11. 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; 12. In consideration to the requirement of the University, you may assign an additional/ extra portfolio of other schools/sections of the University; 13. To perform any other responsibility assigned by the University within India and Outside India.
Position Name	Sports Training Officer (Athletics, Volleyball, Kabaddi, Kho-Kho, Football, Handball, Wushu, Strength and Conditioning)
Education Qualification & Experience	<ol style="list-style-type: none"> 1. Qualification: Bachelors in any stream with minimum 55% marks from recognized Indian or Foreign University/Institute and Coaching Diploma in Track & Field or in relevant field from recognized Indian or Foreign University/Institute. 2. Experience: Candidate must have a minimum 05 year of relevant experience in Central/State Government/Semi-Government Organizations or Central/State Universities/ Professional Clubs/Training institutes/Organizations. OR 1. Qualification: Candidate must have a minimum 05 year of relevant experience in Central/State Government/Semi-Government Organizations or Central / State Universities/ Professional Clubs/Training institutes/Organizations. 2. Experience: Candidate must have a minimum 03 year of relevant experience in Central/State Government/Semi-Government Organizations or Central / State Universities/ Professional Clubs/Training institutes/Organizations.
Other Desirable Qualification	<ol style="list-style-type: none"> 1. Experience in organizing games & sports, cultural meets at the College and University level; 2. Working knowledge of Computer (MS Office); 3. Able to communicate/connect well with students/staff & faculty members; 4. Ability to motivate & encourage students, staff & faculty members to actively take part in sports programs; 5. Able to plan sports activities/programs independently. 6. Good Coaching cum Teaching Skills, good communication skills. 7. Able to make training plans scientifically on paper as well as then able to execute them. 8. Knowledge of ground construction of respective sports.

Position Name	Sports Training Officer (Athletics, Volleyball, Kabaddi, Kho-Kho, Football, Handball, Wushu, Strength and Conditioning)
Key Responsibilities	<ol style="list-style-type: none"> 1. Evaluating performance with the Latest IT-based equipment/instruments and providing suitable feedback, balancing criticism with positivity and motivation to students; 2. Assessing strengths and weaknesses in a participant's performance and identifying areas for further development; 3. Adapting to the needs and interests of a group or individual participants; 4. Communicating instructions and commands using clear, simple language; 5. Demonstrate an activity by breaking the task down into a sequence; 6. Encouraging participants to gain and develop skills, knowledge, and techniques; 7. Acting as a role model, gaining the respect and trust of the people you work with; 8. Liaising with other partners in performance management, such as physiotherapists, doctors, and nutritionists; 9. 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; 10. Producing personalized training programmes., maintaining records of participant performance and give the relevant training to the students; 11. Planning and running programmes of activities for groups and individuals; 12. Seeking and applying for sponsorship agreements by marketing and promoting; 13. Conduct/Coordinate Training Programmes for State/Central Police Organizations; 14. Provide research, training, and extension assistance; 15. Assist in meetings/conferences/seminars organized for State/Central Police Organizations; 16. Maintain database pertaining to activities undertaken for State/Central Police Organizations; 17. Develop, plan, execute, monitor, and report activities undertaken for State Police Organizations; 18. Collaborate with Police Training Academies/Institutions / Schools/Colleges Review; 19. To perform any other responsibility assigned by the University within India and Outside India.

Position Name	Library & Information Officer
Education Qualification & Experience	<ol style="list-style-type: none"> 1. Qualification: Bachelors Degree with minimum 55% marks of Library & Information Science / Bachelors of Library Science or equivalent from any recognized university 2. Experience: Candidate must have a minimum 05 years' experience after bachelors in the library. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. Qualification: Masters Degree with minimum 55% marks of Library & Information Science / Masters of Library Science or equivalent from any recognized university 2. Experience: Candidate must have a minimum 05 years' experience after bachelors in the library.
Other Desirable Qualification	<ol style="list-style-type: none"> 1. Experience in computerized library environment using standard ILMs like SOUL, Koha etc.; 2. Knowledge of Digital Library, Institutional Repository, Electronic Database etc.; 3. Practical Knowledge of D Space, Greenstone and other Open-Source Software used in Libraries; 4. Effective Communication Skill.
Key Responsibilities	<ol style="list-style-type: none"> 1. To assist in acquisition of Books, eBooks & other Information Sources; 2. To perform technical processes like Classification, Cataloguing, copycataloguing, data validation, data migration, back-up, restore; 3. To provide support to the users in Information searching from databases / open access resources; 4. To monitor access of various databases subscribed to the University on a regular basis; 5. To provide reference services to the users; 6. Installation and/or Maintenance of Library Software / ILMs and other such tools/software of the library; 7. To monitor the functioning of various servers, computers, printers, scanners, and other devices/equipment in consultation with IT Support team/Service providers; 8. To perform Circulation Duty (Issue/Return/Membership Service); 9. To prepare user guides, manuals, and other promotional material on library services; 10. To support Schools, Department, Centres in terms of library services; 11. To update information and other content about the library on website/webpages in consultation with the Website maintenance team; 12. To assist Head of the Library in compiling various reports, statistics, guides, and other contents/information; 13. Duty may be given on a Holidays / Shift basis as per the need of the library; 14. Candidate is expected to stay in the Campus or nearby location of the University; 15. To perform any other responsibility assigned by the University within India and Outside India.

Position Name	Technical Assistant
Education Qualification & Experience	<ol style="list-style-type: none"> 1. Qualification: Bachelor's degree with a minimum 55% of marks in Computer/IT/TC from recognized University. 2. Experience: Minimum three (03) years of experience in Computer Hardware & Software maintenance operations and supportwork.
Other Desirable Qualification	<ol style="list-style-type: none"> 1. A candidate having Master's degree from recognized University. 2. Candidates having excellent verbal and written English communication. 3. Sound knowledge of Audio Visuals/PA system equipment operations, operation of CCT system and support.
Key Responsibilities	<ol style="list-style-type: none"> 1. Maintenance and Support for ICT Equipment, Computer Hardware, Multimedia, Projector, and Sound/AV System in the university campus; 2. CCTV cameras status monitoring and support work; 3. Knowledge of troubleshoot, documented and resolved all technical issues and IT hardware related issues; 4. ICT support during various Event/Seminar/Workshop at Auditorium/ Event Hall in the university; 5. Computer/Internet user registration process; 6. Support for Video Conferencing, Scanning & Printing services; 7. ICT support to visiting/guest users; 8. Receiving any complain related to PC/Internet / Network related issue in the Offices/Class Room/Hostel and do trouble shooting and complain solving work; 9. Assisting students and faculty for laptop system settings and operating system and application software, word-processing, scanning, and printing; 10. Provide help in the administrative assistance work of ICT Section; 11. Perform any other duties including administrative, coordination, etc.as required to achieve the aims and objectives of the University; 12. Perform any other duties as assigned by the University/School Authorities within India or outside India.

Position Name	Administrative Assistant cum Coordinator
Education Qualification & Experience	<ol style="list-style-type: none"> 1. Qualification: Master's Degree with a minimum 55% of marks in any discipline. 2. Experience: Minimum of two years of experience in experience in relevant field or administration preferably in academic research institute setup/ Government/Semi Government/ Public or Private Enterprise/Firms; <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. Qualification: Bachelor's Degree with a minimum 55% of marks in any discipline. 2. Experience: Minimum of four years of experience in relevant field or administration preferably in academic research institute setup/ Government/Semi Government/ Public or Private Enterprise/Firms.
Other Desirable Qualification	<ol style="list-style-type: none"> 1. Fluency in English is essential; 2. Excellent verbal and written communication skills; 3. Excellent interpersonal and conflict resolution skills; 4. Excellent organizational skills and attention to detail.
Key Responsibilities	<ol style="list-style-type: none"> 1. Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies; 2. Screening phone calls and routing callers to the appropriate party; 3. Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research; 4. Maintain polite and professional communication via phone, e-mail, and mail; 5. Anticipate the needs of others in order to ensure their seamless and positive experience; 6. Maintain various information databases for the purposes of use by senior management; 7. Photocopies, scans, and files appropriate documents; 8. Perform any other duties as assigned by the University/School Authorities within India or outside India.

Position Name	Library & Information Assistant
Education Qualification & Experience	<p>1. Qualification: Candidate must have passed HSC or an equivalent examination from any recognized Board/University</p> <ul style="list-style-type: none"> • Certificate/Diploma in Library Science / Library & Information Science <p style="text-align: center;">OR</p> <p>1. Experience: Minimum 03 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.</p>
Other Desirable Qualification	<ol style="list-style-type: none"> 1. Having complete knowledge of computer application; 2. Excellent verbal and written communication skills; 3. Excellent interpersonal and conflict resolution skills; 4. Excellent organizational skills and attention to detail;
Key Responsibilities	<ol style="list-style-type: none"> 1. Manning the Check Point/ Property Counter; Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media; 2. Maintain/Update Notice Boards and Circulars/Notices of the Library at desired places; 3. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes),and documents in other media, the signage according to classification scheme followed in the library; 4. Assisting users in searching location of books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.; 5. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip, barcode labels, magnetic strips, RFID tags etc.; 6. Maintenance of Library data 7. Maintenance of Officer record of the Library services for users with special needs; 8. Perform any other duties as assigned by the University/School Authorities within India or outside India.

Position Name	Assistant Hostel Warden
Education Qualification & Experience	<p>1. Qualification: Bachelor's Degree with a minimum 55% of marks in any discipline.</p> <p style="text-align: center;">OR</p> <p>1. Experience: Minimum 03 three years of experience as a Hostel Superintendent/Hostel Supervisor/ University or College Hostel administration, preferably at an academic institution/ Government/ Semi- Government/ private institution.</p>
Other Desirable Qualification	<ol style="list-style-type: none"> 1. Having complete knowledge of computer application; 2. Excellent verbal and written communication skills; 3. Excellent interpersonal and conflict resolution skills; 4. Excellent organizational skills and attention to detail; 5. Experience of the University /College Hostel would be an added advantage;
Key Responsibilities	<ol style="list-style-type: none"> 1. Overall administration of all the hostels and office of the hostel; 2. To maintain the coordination of wardens of various hostels for the smooth running of day-to-day routine work of hostel office; 3. To take the steps and measures for overall efficient hostel administrations and welfare; 4. Maintaining database of students through hostel office; 5. Making the policy for allotment of hostels to students; 6. Implementation of decisions taken by the University authorities; 7. Communicate with the parents/guardians of the inmates; 8. Allotment of rooms to the students as per the guidelines issued by the office of the hostel; 9. 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; 10. Regular visit to the hostel for better interaction with the students; 11. To give permission to the Guests for residing in the hostel at the request of the students; 12. To supervise the working of the hostel staff; 13. To solve the day-to-day problems of the students; 14. To deal with the acts of indiscipline of the students; 15. Reporting the cases of serious indiscipline/ragging to the Proctorial committee for further action; 16. 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; 17. To ensure proper maintenance of the rooms and hostel premises; 18. To do other assigned work as discussed and decided by University; 19. Candidate must have to stay at Rashtriya Raksha University Lavad and other Campus if required; 20. Perform any other duties as assigned by the University/School Authorities in India or Outside India.

Position Name	Training, Internship and Placement Officer (TIPO)
Education Qualification & Experience	<ol style="list-style-type: none"> 1. Qualification: A candidate having a minimum 55% of marks in Master's degree from recognized University. (preferably MBA) 2. Experience: Minimum 03 years experience in relevant field or administration preferably in academic research institute setup/ Government/Semi Government/ Public or Private Enterprise/Firms; <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. Qualification: A candidate having a minimum 55% of marks in Bachelor's degree from recognized University with 2. Experience: Minimum 05 years experience in relevant field or administration preferably in academic research institute setup/ Government/Semi Government/ Public or Private Enterprise/Firms.
Other Desirable Qualification	<ol style="list-style-type: none"> 1. Having complete knowledge of computer application; 2. Excellent verbal and written communication skills; 3. Excellent interpersonal and conflict resolution skills; 4. Excellent organizational skills and attention to detail;
Key Responsibilities	<ol style="list-style-type: none"> 1. Guide & motivate students in their preparation to obtain internship and employment; 2. Maintain up-to-date records of internship and placement to each student; 3. Network & Collaborate with industry specialists for internship and placement opportunities; 4. To work in consultation with Senior Manager (Internships & Placements) for Industry- Institute interaction for organizing lectures from the professionals and industry 5. Maintain confidentiality pertaining to all university information and comply with data protection legislation; 6. Good knowledge of State Police Organization, capacity of providing Academic and training inputs for university's activities with State Police Organization; 7. Arrange training & capacity building programs for soft skills and personality development for the students. To organize the entrepreneurship workshops. Develop and implement marketing plans and strategies for job placement and Internship based learning; 8. Ability to work and keep calm under pressure; 9. Comply with university policies, procedures, and health safety regulations; 10. Plan, coordinate and execute various job fairs at the University 11. Perform any other duties as assigned by the University/School Authorities in India or Outside India.

How to apply:

- On or before 09th October 2024, till 1630 HRS, interested applicants should send their, application form, relevant certificates, resumes and employment relevant other certificates/letters (experience & reliving) to “The Assistant Registrar, Human Resource Section, Rashtriya Raksha University Address: At. Lavad, Ta. Dehgam, Gandhinagar PO -382305; on or before 09th October 2024, 1630 HRS through R.P.AD/Speed Post/Courier or in person.
- Female candidates are encouraged to apply in order to promote gender equality, and flexible working hours for both Female & Male, such as 06 hours or 04 hours, are possible to suit varied schedules and support a good work life balance.
- For any query or clarification, please feel free to contact ar.hr@rru.ac.in

Note: Applications will not be considered after the last date, even in case of late submission by post/courier. RRU will not respond to the 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.

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 contract may be subject to needs of the University & performance of the incumbent. The contract period shall be for Initially for 1 year, extendable up to 5 years. The contract does not create any right of extension, renewal or conversion into any permanent or other appointment in whatsoever manner within or beyond the stipulated duration of 5 years
3. Experience in academic/ research organization, University or institute shall be given due consideration while shortlisting the candidates for further process.
4. The Experience, age and qualification will be reckoned as on the last date for receipt of application.
5. The confirmation of probation after satisfactorily completion of 12 months and in case of unsatisfactory performance extendable by maximum period of 12 months, but in no case, the total period of extension probation shall exceed 12 months and on continuation of unsatisfactory performance for 12 months.
6. Selected candidates shall have no right to renewal, extension of conversion into permanent employment.
7. 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.

8. Contractual appointment shall end on the stipulated date of expiry of contract as mentioned in the appointment letter.
9. Candidates shall send self-attested copies of certificates and mark-sheets from SSC onwards in support of their qualifications. Originals shall not be sent along with the application but these must be produced at the time of selection process.
10. The RRU reserves a right to change, or amend the tenure of the contract i.e. the appointment for 364 days with fix monthly remuneration may be offered as per the decision of competent authority to eligible candidates as per the experience
11. Candidates already in Government/ Semi Government/ PSU/ Educational institution service must send their application through proper channel. An advance copy may be sent directly. However, in such cases, the candidates called for selection process will have to produce the certificate in the prescribed format given in the application form, related to No Objection Certificate, or original applications duly forwarded by the competent authority of their institution, failing which he/ she shall not be allowed to participate in the selection process.
12. 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.
13. Selected candidate must join the duty on a date determined by the University. The University reserves the right not to appoint a selected candidate if he/ she is unable to join the duties on a designated date.
14. 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. Application incomplete in any respect or those received after the stipulated timeline shall not be entertained.
15. The University reserves the right to alter/ insert any corrections/ additions in the advertisement/ website (<https://www.rru.ac.in>) in the event of any typographical error before the last date prescribed for the receipt of the applications. In case of any addition/ deletion/ amendments and corrigenda (if any) pertaining to the advertisement, the same shall be published in the University website (<https://www.rru.ac.in>) only.
16. The decision of the University authorities on any/ all matters in relation to this advertisement shall be final and binding.
17. Eligibility of the candidate will be determined as on the last date for receipt of application.
18. 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.
19. 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 09th October 2024, 1630 HRS through R.P.AD/Speed Post/Courier or in person.

20. The short-listed candidates will be called written, skill test/ group discussion after a due screening of the applications. The University shall conduct the written, skill test/ group discussion if required /wherever necessary.
21. Read carefully qualification & experience for the requirements of the relevant discipline and apply only if you have requisite qualifications and experience.
22. 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;
 - c. cancel the recruitment process at any stage without giving any reason
23. No TA / DA shall be paid to the candidates for attending the interview.
24. 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/appointment, made to the candidates at any stage.
25. 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.
 - fill up any or all the vacancies advertised, if the circumstances so warrant.
 - No correspondence/ enquiry will be entertained from the candidates in connection with the process of selection/ interview. No personal details regarding applicant(s), shortlisted or selected candidate(s) will be provided.
26. 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.
27. Selection of candidates will be made through interview. The university reserves the right to restrict the number of candidates to be called for interview on the basis of qualification and /or on the basis of experience. No correspondence will be entertained from the applicants who are not shortlisted for the interview
28. A candidate can apply for any number of posts subject to fulfilment of criteria mentioned in the advertisement.
29. Mere fulfilment of the above-mentioned qualifications and experience does not entitle a candidate to be called for interview.
30. Candidate has to stay at Rashtriya Raksha University campuses.
31. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya Raksha University.
32. 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.
33. The University will intimate the detailed selection process to the eligible shortlisted candidate(s) after the last date of application through e-mail provided by the candidate(s) in the application form.
34. Candidate has to download the brief profile of the candidate for non- 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.

35. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
36. If you have any query/questions/information, please write only on ar.hr@rru.ac.in
37. The University retains the clarification to offset the experience with education qualification and VICE-VERSA
38. The terms and conditions of appointment shall be communicated to the candidate in the form of an "Letter of Appointment" to selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
39. Candidate selected for the position shall have all India service liability and may be required to serve in any of the Campuses of the University.
40. Candidates are advised to visit the website of RRU (<https://rru.ac.in/career/>) regularly for updates. Amendments and corrigenda (if any), will be placed on the University website only.