



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

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Date of Advertisement: 29/01/2025

EOI Notification: 02/2025

**Expressions of Interest are invited from qualified candidates
for the contractual position at Rashtriya Raksha University**

Sr. No.	Name of the Post	Nature of Position	Monthly Remuneration in INR to be offered
01	Director (School of Internal Security and SMART Policing), (School of Information Technology, Artificial Intelligence and Cyber Security)	Contractual for 364 days	2,00,000/- to 2,10,000/-
02	Director (Budgeting & Finance)	Contractual for 364 days	1,25,000/- to 1,50,000/-
03	Assistant Finance Officer	Contractual for 364 days	75,000/- to 95,000/-
04	Software Developer	Contractual for 364 days	55,000/- to 70,000/-
05	Public Relations Officer	Contractual for 364 days	55,000/- to 70,000/-
06	English Stenographer cum Assistant	Contractual for 364 days	45,000/- to 60,000/-
07	Hospitality Manager	Contractual for 364 days	50,000/- to 55,000/-

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.

01	Position	Director (School of Internal Security and SMART Policing), (School of Information Technology, Artificial Intelligence and Cyber Security)
	Educational and other qualifications required	<p>Essential Qualification & Experience</p> <ol style="list-style-type: none"> 1. PhD Degree with 10 years of experience in the relevant and/or applied fields <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. Minimum 10 years of experience in the industry/university/research institution, police/armed/paramilitary establishment / retired persons willing to serve the academic and research cause of security and police are highly encouraged. 3. Vision, mission and commitment to establish teaching, research, extension and education programs for civilians (students, academicians, researchers) and police/armed/paramilitary establishments. 4. Out-of-box thinker, innovator with strong aptitude for quality research and demonstration of leadership qualities essential who can work for the needs, interests, and concerns of relevant stakeholders. 5. Global thinking with orientation for solution of national/regional/grassroots issues and challenges of the country. 6. Only persons willing to work for Beyond the Line of Duty and Beyond the Hours of Duty shall apply. 7. Enthusiasm and innovative mind-set up to reach out to offices/institutions/individuals to learn their requirements and offer academic/research/training solutions or input.

02	Position	Director (Budgeting & Finance)
	Job Summary	The Director (Budgeting & Finance) is responsible for overseeing its financial planning, budgeting, and resource allocation in compliance with the Government of India's financial regulations. The role involves formulating, implementing, and monitoring the annual budget, ensuring efficient utilization of funds, and maintaining fiscal discipline to support the university's academic and administrative objectives.
	Educational and other qualifications required	<p>Essential Qualification & Experience</p> <p>(i) Possess degree of Chartered Accountant / Cost Accountant awarded by ICAI / ICMAI (erstwhile ICWAI)</p> <p style="text-align: center;">OR</p> <p>Possess degree of MBA (Finance)/M.Com (Accountancy/Finance) with Minimum 55% marks or an equivalent grade in a point scale (wherever grading system is followed) obtained from any of the universities established or Incorporated by or under the Central or State Act of India or any other educational institution recognized as such or declared to be deemed as a University under section-3 of the University Grants commission Act, 1956 as amended from time to time</p>
		<p>(ii) 15 years of experience involving sound knowledge of Central Govt. Rules relating to Accounts/Audit, Service Conditions, Treasury and Finance, out of which at least 8 years' experience in the Pay Level 12 or above</p> <p style="text-align: center;">OR</p> <p>15 years' experience in Accounting and Auditing firm, out of which 10 years' experience after obtaining the degree of Chartered Accountant / Cost Accountant</p> <p style="text-align: center;">OR</p> <p>Minimum 15 years of relevant experience in the industry/police/armed/paramilitary establishments, as well as retired individuals eager to serve the academic and research causes of security and police, are strongly encouraged to apply.</p>

	<p>Other Desirable</p>	<ul style="list-style-type: none"> • Good working knowledge of rules & regulations of Central Universities, R & D institutions relating to accounts / audit, service conditions and related financial matters. • Well versed in the financial / accounting systems. • Should have adequate knowledge of English, Hindi, and Accounting Software • Experience in computer systems, finance/accounts related software handling for information processing and retrieval. • Preference shall be given to the candidates with M.Com/ M.B.A.(Finance) / ICWA / CA / SAS or appropriate experience of financial management. Higher degree will be offset for experience and vice-versa.
	<p>Duties and responsibilities</p>	<ul style="list-style-type: none"> • Oversee the business and financial affairs of the University, including preparation of the plan of work and the budget estimates; • Authorize expenditure of funds provided in the budget and approved by the Vice-Chancellor; • Oversee the University budget operations to ensure the continued viability and sustainability of the University; • Exercise general supervision over the funds of the University and shall advise it as regards its financial policy; • Perform such other financial functions as may be assigned to him by the Governing Body or as may be laid down by the Ordinances • Ensure that the limits fixed by the Governing Body for recurring and non- recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted; • Shall be responsible for the preparation and maintenance of accounts and the budget of the University and shall make the presentation before the Governing Body; • Keep a constant watch on the state of the cash and bank balance and on the state of investments • Shall be responsible and accountable for parking, investment and internal audit of University funds and expenditures; • Watch the progress of the collection of revenue and shall be responsible and accountable for the methods of collection employed; • Bring to the notice of the Vice-Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and • Perform any other duties as required or expected to fulfil the overall vision and mission of the University. Perform any other duties as assigned by the Vice Chancellor of the University in PAN India or Outside

03	Position	Assistant Finance Officer
	Job Summary	<p>The Assistant Finance Officer (Budgeting & Finance) will assist in the planning, preparation, and management of the university's financial operations, focusing on audits by CAG, budgeting and compliance. This role involves supporting the development of the annual budget, monitoring expenditures, ensuring adherence to financial regulations, and contributing to the efficient allocation of resources.</p>
	Educational and other qualifications required	<p>Educational Qualification:</p> <ul style="list-style-type: none"> • Master's Degree from a recognised University or equivalent recognised by Central/State Government/ UGC with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum five (05) years' experience at Level – 7 or equivalent in the field of Central Govt. Rules relating to Accounts/Audit, Service Conditions, Treasury and Finance in an academic/research/ educational institute.
	Other Desirable	<ul style="list-style-type: none"> • Preference may be given to the candidate having a degree of CA/ICWA/ACA/AICWA <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • BA(Finance)/M. Com and having worked in an Organized Accounts or related Service in Central/State Government/University.
	Duties and responsibilities	<ul style="list-style-type: none"> • Exercise general supervision over the funds of the University and shall advise it regarding its financial policy. • Be responsible for the proper maintenance of the accounts of the University. • Perform such other financial functions as may be assigned to him/her by the Executive Council or as may be prescribed by these Statutes or the Ordinances; Provided that the candidate shall not incur any expenditure. • Subject to the control of the Executive council, the candidate- Hold and manage the property and investments including trust and endowed property for furthering any of the objects of the University. • See that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for one year are not exceeded and that all financial resources are expended on the purposes for which they are granted or allotted. • Ensure adherence to financial guidelines issued by the Government of India, CAG and other regulatory bodies. • Assist in audit preparations and address audit queries by providing required documentation and explanations.

		<ul style="list-style-type: none"> • Be responsible for the preparation of annual accounts and the budget of the University for the financial year and for presentation of the same to the Executive Council. • Keep a constant watch on the state of the cash and bank balances and on the state of investments. • Match the progress of collection of revenue and advise on the methods of collection employed. • See that the registers of building, land furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable material in all offices, teaching departments, colleges and institutions maintained by the University is conducted at regular intervals, or as may be required from time to time. • To perform any other responsibility assigned by the University within India and Outside India.
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04	Position	Software Developer
	Essentials Qualification & Experience:	<p>Educational Qualification:</p> <ul style="list-style-type: none"> • Bachelors degree with minimum 55% in Computer Science or related field. <p>Experience:</p> <ul style="list-style-type: none"> • A minimum of five (05) years of experience as an ERP, web, or software developer at any private/government organization.
	Other Desirable	<ul style="list-style-type: none"> • Knowledge of the software development life-cycle. • The desire to work in a fast-paced environment. • Ability to develop unittesting of code components or complete applications. • Creativity is always aplus. • Must be a full-stack developer and understand concepts of software engineering. • Experience working on a variety of software development projects. • Deep programming language knowledge.
	Key Responsibilities	<ul style="list-style-type: none"> • Design, develop, and maintain software solutions that support academic, administrative, and research activities within the university. • Build learning management systems (LMS), student information systems, and other digital tools that enhance the university's educational delivery. • Ensure software and systems are user-friendly, accessible, and tailored to the needs of students, faculty, and staff. • Modifying software to fix errors, adapt it to new hardware, improve its performance, or upgrade interfaces. • Directing system testing and validation procedures. • Directing software programming and documentation development. • Collaborate with faculty and researchers to design and develop custom software for academic research, data collection, and analysis.

		<ul style="list-style-type: none">• Support research projects by providing technical expertise in areas such as data management, software simulations, or research-driven applications.• Assist in the development of tools for processing large datasets, machine learning algorithms, or other computational tasks required in academic research.• Ensure that all developed software adheres to the university's data security and privacy policies, especially when handling sensitive student and research data.• Implement secure coding practices to prevent vulnerabilities, such as data breaches or unauthorized access.• Work with faculty members to understand their academic needs and customize software solutions that support teaching, learning, and research.• Collaborate with faculty to develop software or applications that enhance the classroom experience, such as interactive learning tools or simulation platforms.• Regularly audit and update software to ensure compliance with relevant regulations.• Ensure that all developed software adheres to the university's data security and privacy policies, especially when handling sensitive student and research data.• Implement secure coding practices to prevent vulnerabilities, such as data breaches or unauthorized access.• Be a driving force for digital transformation within the university by proposing new software solutions that improve operational efficiency and enhance the university's educational mission.• Stay informed about the latest advancements in educational technology and incorporate innovative tools such as virtual learning environments, AI-driven learning, or mobile applications into the university's ecosystem.• Manage software development projects using Agile or similar methodologies to ensure timely delivery and alignment with university goals and schedules (e.g., academic calendars).• Coordinate with university departments to ensure that software deployment and updates occur with minimal disruption to teaching or administrative activities.• Provide comprehensive technical documentation for each developed system, including design documents, source code, and user manuals.• Maintain accurate records of software development activities and report progress to university stakeholders, such as department heads or IT management.• Document the university's software architecture, ensuring that future developers and IT staff can understand and maintain existing system• To perform any other responsibility assigned by the University within India and Outside India.
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	Technical Skills	<ul style="list-style-type: none"> • Proficiency in programming languages like Java, Python, JavaScript, C#, C++ etc. • Knowledge of operating systems like Windows, Linux. • Understanding of software testing methodologies. • Database management and data structure knowledge. • Debugging and troubleshooting expertise. • Software design principles and architecture. • Understanding of web development languages like HTML, CSS. • Experience with software development methodologies like Agile. • Cloud computing and deployment knowledge.
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05	Position	Public Relations Officer
	Objective	The Public Relations Officer (PRO) is responsible for creating and maintaining a positive image of the university through effective communication and strategic outreach. The role involves managing media relations, crafting compelling messages, coordinating events, and promoting the university's values, achievements, and programs to internal and external stakeholders.
	Essentials Qualification & Experience:	<p>Educational Qualification:</p> <ul style="list-style-type: none"> • A candidate with an MBA or Masters degree in Communications, Journalism, Media and Communication/Journalism and Mass Communication/ Communication Studies/ Digital Media and Communication or related fields from a reputable Indian or international institution, aged 24-40 years, who has demonstrated credentials in changing / turning-around a project / institution. <p>Experience:</p> <ul style="list-style-type: none"> • A candidate must have 03 years of experience, preferably in an institution/ university; be an original / out-of-the-box thinker, willing to remain engrossed in thoughts and act 24x7 to attain the goal; and have demonstrated liasioning and communication abilities. • A team player who can work with a diverse set of colleagues - military, police, academicians, scientists, technologists, professionals, researchers, and people of all ages - and show leadership for a shared goal.
	Other Desirable	<ul style="list-style-type: none"> • Exceptional writing, editing, and proofreading skills. • Strong understanding of media relations and social media platforms. • Excellent communication and interpersonal skills. • Ability to manage multiple projects and meet tight deadlines. • Proficient in using PR and content management software, as well as Microsoft Office Suite

	Key Responsibilities	<ul style="list-style-type: none"> • Build and maintain relationships with journalists, media outlets, and other key stakeholders. • Draft press releases, articles, and media statements to promote university initiatives and achievements. • Respond promptly to media inquiries and proactively manage media coverage. • Develop engaging content for university publications, newsletters, website, and social media platforms. • Work on dissemination of press releases, inviting media for conferences, organizing interviews, publishing authored articles, research, and showcasing student and alumni success etc. in the media. • Create monthly plans for media and social media visibility and help the HOD in implementing the communications plans. • Leverage media contacts, build new relevant contacts across national and local print, electronic, and online media. • Meet/interact with local and national media regularly to maintain a cordial relationship, keep them informed of the developments at RRU, look for RRU's participation in national news opportunities, and generate a positive and continuous media visibility for the Institute. • Manage the 'RRU News' blog and update it daily with important news coverage on RRU. • Keep the media databases (local, national, and international) updated with reviews. • Develop information kits for high profile guests/ visitors. • To perform any other responsibility assigned by the University within India and Outside India.
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06	Position	English Stenographer cum Assistant
	Essentials Qualification & Experience	<p>Educational Qualification & Experience</p> <ul style="list-style-type: none"> • A candidate having Bachelor's degree with minimum 55% marks from recognized University and speed of 80 w.p.m. in Shorthand (English) and 40/35 wpm in typing on computer in English respectively; • Minimum 05 years of experience in the relevant field of administration preferably in academic research institute setup/ Government/Semi-Government/ Public or Private Enterprise/Firms; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A candidate having Master's degree with minimum 55% marks from recognized University and speed of 80 w.p.m. in Shorthand (English) and 40/35 wpm in typing on computer in English respectively; • Minimum 03 years of experience in the relevant field of administration preferably in academic research institute setup/ Government/Semi-Government/ Public or Private Enterprise/Firms; • Preference will be given to Graduate candidates having knowledge of Computer to work on MS Office and Shorthand/Typing speed in English.

	Other desirable Qualification	<ul style="list-style-type: none"> • A candidate having Master's degree from recognized University; • Excellent verbal and written communication skills; • Have certification of Speed of Shorthand.
	Key Roles / Responsibilities	<ul style="list-style-type: none"> • He or she is assigned work under a superior authority and he or she has to note down the speech, and draft the minutes of the meetings which is given by the superior authority; • Stenographers, who are attached to the superior authority or section are asked to assist the superior officers in preparing the speech or talking points and organize several conferences and meetings whenever asked; • Stenographers are aware of the topics more than other people because they are constantly involved in the proceedings of the government; • The work is primarily of routine nature and involves the performance of standardized stenographic and clerical tasks; • Takes and transcribes the dictation of letters, memoranda, reports and other material; • Types letters, payrolls, bills, stencils, reports, bulletins, applications, specifications, deeds and other material from clear copy or rough draft; • Operates mimeograph, duplicating, adding and other office machines; Sorts, indexes and files mail, bills, requisitions, mortgages, certificates and other records; • Maintain records in accordance with prescribed routines; • To type and take dictation in shorthand and to transcribe it accurately; • To perform such other duties as may be assigned to them from time to time in relation to the functions assigned to the Schools/Centres/ Departments/ Branches. • To perform any other responsibility assigned by the University within India and Outside India.

07	Position	Hospitality Manager
	Essentials Qualification & Experience	<p>Educational Qualification</p> <ul style="list-style-type: none"> • Masters degree in Hospitality Management, Hotel Administration, Business Administration or relevant field. <p>Experience</p> <ul style="list-style-type: none"> • At least 03-05 years of experience in Hospitality Management or a similar role, preferably in a university or campus setting.
	Skills and Competencies	<ul style="list-style-type: none"> • Strong leadership and team management skills. • Excellent communication abilities. • Financial acumen, including budget management and revenue optimization. • Knowledge of health and safety regulations, particularly in residential and dining settings. • Ability to manage multiple projects and deadlines in a dynamic, academic environment.

<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Monitor the overall condition of facilities and propose improvements or refurbishments as necessary. • Daily track of maintenance and cleaning recordkeeping should be done. • Participate in routine maintenance. • Manage procurement and supplier relationships for hospitality-related goods and services. • Work with catering teams to organize and manage food services for university events, conferences, and special functions. • Plan and coordinate hospitality services for on-campus events, including academic conferences, workshops, orientations and other events. • Supervise logistics, guest services, and event catering. • Conduct regular safety inspections of housing, dining areas, and event spaces to maintain a safe environment for students, staff, and guests. • Prepare reports for university leadership on the performance of hospitality services, including student satisfaction, occupancy rates, and financial performance. • To perform any other responsibility assigned by the University within India and Outside India.
<p>Key Attributes</p>	<ul style="list-style-type: none"> • This role may involve working outside regular business hours, including evenings and weekends, particularly during the academic year and special events. • The position requires flexibility and the ability to respond to campus needs promptly.

How to apply:

- On or before 12th February 2025, till 1700 HRS, interested applicants should send their, application form, relevant certificates, resumes and employment relevant other certificates/letters (experience & reliving) to career@rru.ac.in
- 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 dr.hrb@rru.ac.in

Note 01: 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.

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

General Instruction

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, 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. Experience and qualification will be reckoned as on the date of interview.
9. No TA / DA shall be paid to the candidates for attending the interview (if offline)
10. 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.
11. 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.

12. No correspondence will be entertained from candidates regarding late applications and for not being called in interview.
13. Candidate has to stay at any Rashtriya Raksha University Campuses, if required.
14. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya Raksha University.
15. Address of Headquarter: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
16. Rashtriya Raksha University reserves the right to cancel the recruitment at any stage without giving a reason.
17. If you have any query/questions/information, please write only dr.hrb@rru.ac.in
18. The University reserves the rights to transfer its employee in any campuses of RRU