



**RASHTRIYA RAKSHA UNIVERSITY**  
**(An Institution of National Importance)**  
Pioneering National Security and Police University of India  
Lavad - Dehgam -382305, Gandhinagar, Gujarat,  
INDIA



**Online Interview 07/2021**

Online Interview for following Non Teaching post purely on contractual basis are being scheduled at Rashtriya Raksha University, Lavad, Ta- Dahegam, Gandhinagar, Gujarat, INDIA

Sr. No.	Name of the Post	Nature of Position	Date of Interview
01	Finance Officer	Contractual	20/05/2021

Note: Depending upon the qualification, experience, skill/knowledge of the candidates; needs and interest of University, the University may offer appropriate monthly fixed remunerations.

**Only Online will be taken for the above mentioned position due to increase in cases of Covid-19. Application for Online Interview to be received until 17/05/2021, later any application will not be considered. Send your Resume on [career@rru.ac.in](mailto:career@rru.ac.in)**

I/c Registrar

## Eligibility Criteria for the Contractual Position

• (Sr. No. 1)	Finance Officer
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### Educational Qualification & Experience:

- Master degree with at least 60%. Preference will be given to applicants with degree in accounting, business administration and commerce.
- Minimum 12 years of experience in major duties (as required) in university, academic and research institution or industry or private practice.
- Candidates with higher qualification in finance and accounts like CA/ICWA/CS will be preferred.

### Key Responsibilities:

- Prepare University budget, appropriations for schools, Centers, programs
- Liase with government departments, funding institutions / agencies, regulatory bodies for all finance matters
- Conduct cost analyses of schools, academic, research and training programs
- Conduct risk management
- Supervise account, finance and budget staff
- Allocate resources and manage cash flows
- Develop secure procedures to maintain confidential information
- Ensure all accounting activities and internal audits comply with financial regulations
- Recommend cost-reducing solutions
- Liase with internal and statutory auditors for all audit related queries and matters
- Provide guidance to Directors, Faculty Members and other administration staff on finance, budget audit and account matters
- Forecast and report monthly, quarterly and annual results
- Perform any other duties as required to ensure smooth and timely financial operations and activities of the University

### Other Desirable Qualification:

- Proven work experience as a Head of Finance, Senior Finance Officer or similar role
- Sound knowledge of budget preparation, audit and funding allocation
- Knowledge of Government of India Financial Rules and Regulations
- In-depth understanding of cash flow management, bank reconciliation and bookkeeping
- Hands-on experience with budgeting and risk management
- Excellent knowledge of data analysis and forecasting models
- Proficiency in accounting software
- Solid analytical and decision-making skills
- Excellent communication skills in English
- Leadership abilities
- Female candidates are encouraged to apply.

**Note:** Read carefully qualification & experience for the requirements of the relevant discipline and apply only if you have requisite qualifications and experience.

**Annexure-I**  
**Schedule of Online Interview**  
**Rashtriya Raksha University**  
**At & Post: Lavad, Tal: Dahegam, Dist.: Gandhinagar – 382305, Gujarat, India**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Date of Interview</b>
01	Finance Officer	20/05/2021

## General Instructions

1. The prescribed qualifications and/or experience shall be the minimum, and the mere fact that a candidate possesses the same shall not entitle him/her for interview. The Rashtriya Raksha University shall have the right to restrict the number of candidates to be interviewed to a reasonable level based on better or higher qualifications and experience than the minimum prescribed.
2. The contractual appointment shall end on the stipulated date of expiry of contract in appointment letter. Selected candidates shall have no right to renewal, extension of conversion into permanent employment.
3. The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification, experience, remuneration and requirements.
4. Canvassing or influencing in any form on behalf of any candidate will disqualify such candidate. Rashtriya Raksha University reserves the right to take appropriate action against such candidate.
5. All the candidates are expected to download from University website, duly fill and bring along with them the "Brief Profile Form" for the interview. The Form should be neatly and legibly filled or typed preferably in at least 12 Garamond font size.
6. Read carefully qualification & experience for the requirements of the relevant discipline and apply only if you have requisite qualifications and experience.
7. 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;
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.
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 postal delays, conduct and result of interview and reasons for not being called for interview.
13. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya Raksha University.
14. The candidate must to share resume with photograph, affixed on all copies, original and one set of photocopy of their Academic certificates, Experience certificate and other documents.

15. Qualified female, reserved category, minority candidates are strongly encouraged.
16. Candidate has to download the brief profile of the candidate for teaching or non-teaching staff for Online 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.
17. If you have any query/questions/information, please write only on [career@rru.ac.in](mailto:career@rru.ac.in)
18. The University retains the clarification to offset the experience with education qualification and VICE-VERSA
19. Only Online will be taken for the above mentioned positions due to increase in cases of Covid-19. Application for Online Interview to be received until 17/05/2021, later any application will not be considered. Send your Resume on [career@rru.ac.in](mailto:career@rru.ac.in)