



RASHTRIYA RAKSHA UNIVERSITY
(An Institution of National Importance)

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

Walk-In-Interview 10/2021

Walk In 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	Monthly Fixed Remuneration	Date of Interview
01	Administrative Officer	Contractual	Rs.35000 – 40000	16/07/2021
02	Assistant Civil Engineer	Contractual	Rs.35000 – 40000	16/07/2021
03	Administrative Assistant cum Coordinator	Contractual	Rs.20000 – 25000	16/07/2021
04	Human Resource Officer	Contractual	Rs.45000 – 50000	23/07/2021
05	Library Assistant	Contractual	Rs.20000 – 25000	23/07/2021

I/c Registrar

Eligibility Criteria for the Contractual Position

(Sr. No. 1)

Administrative Officer

Educational Qualification & Experience

- A candidate having 55% marks in Master's degree from recognized University.
- Minimum three years' experience in relevant field or administration preferably in academic research institute setup/ Government/Semi Government/ Public or Private Enterprise/Firms
- Professional competence includes knowledge of functioning of academic/research institution
- Knowledge of academic and administrative regulations and rule
- Ability to work with government and academic departments and offices
- Skills and ability to facilitate queries and questions of students of various programs and diverse backgrounds in cordial and professional manner; personal qualities include maintenance of confidentiality, long-working hours, excellent inter-personal relations; commitment to ensure completion of complex administrative tasks
- Plan, organizes and monitors inter-departmental administrative programs and activities.

Other desirable Qualification:

- Knowledge of academic or administrative or Procurement or Examination or Human Resource (recruitment, promotion) regulations and rules
- Ability to work with government and academic departments and offices.
- Fluency in English is essential
- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software
- Ensure timely correspondence with statutory bodies and contributes to the meeting of the needs of the bodies requirements, in consultation with the Office of the Vice Chancellor and Registrar
- Maintain various information databases for the purposes of use by senior management
- 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.

Note: Preference may be given to female candidate subject to performance in interview.

Educational Qualification & Experience

- A candidate having Bachelor's degree in civil engineering from recognized University.
- Minimum five (05) years of experience of supervising and Maintainace of civil works in Government/semi government/ University/ International organization. Experience must be considered after graduation.

Other desirable Qualification:

- A candidate having Master's degree from recognized University.
- A candidate must also have good knowledge of computer applications and internet; strong interpersonal skills; exceptional writing and speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff. Knowledge of AutoCAD/ 3D-Max is desirable.

Key Responsibility:

- Supervise execution works at site, check measurement of works, attend to works entrusted by the University Engineer- Civil, for original works as well as maintenance works
- Maintain stores of civil items required for maintenance/repair works
- Prepare estimates of maintenance works, minor original works following PWD/CPWD norms.
- Record measurements of works executed departmentally in measurement Books and check contractors' bills; and perform other related duties and special projects as assigned or directed.
- Proven record of integrity, honesty, devotion to services, ability and commitment for long working hours and weekends/holidays and professional commitment to meet deadlines under stressful conditions essential
- To liase with internal and external authorities and individuals for supervision
- Candidate must have to stay at Rashtriya Raksha University Lavad Campus
- To perform any other responsibility assigned by the university

Note : Preference may be given to female candidate subject to performance in interview

Educational Qualification & Experience

- Master Degree in any discipline with two years' experience in administrative/ academic/ research.
- Excellent knowledge of computer system with ability of Gujarati and English typing.
- Ability to innovate and to improve programmes or services and to pursue new ideas and methods
- Excellent communication skills
- Fluency in English language

Other desirable Qualification:

- Demonstrated knowledge of modern electronic record storage and delivery systems
- Positive attitude and ability to plan and adapt to change
- Ability to collaborate effectively with various departments cross-functional teams' faculty, and students from the different state.
- Female candidates are encouraged to apply.

Note : Preference may be given to female candidate subject to performance in interview

Educational Qualification & Experience

- A candidate having MBA in HR or Master Degree with relevant Experience in HR, from recognized University.
- Minimum 7 years of experience in relevant area/ private or educational / research organization.
- Excellent communication & drafting skills.

Other desirable Qualification:

- Ability to interpret and understand regulations, rules, procedures, etc.
- Aptitude for encouraging overall academic and research environment and understanding the capability and capacities of teaching and research staff including fund-mobilization
- Female candidates are encouraged to apply.

Note-1: Preference may be given to female candidate subject to performance in interview

Note-2: Candidates can also apply for Online Interview for the post of Human Resource Officer. Send CV and Non-Teaching application form. Non- Teaching application form is available on the RRU website. The CV and the dully filled form must send at career@rru.ac.in by July 20, 2021. Later any application will not be considered. The shortlisted candidate will be called for online interview in the last week of July 2021.

Educational Qualification & Experience

- A candidate having bachelors' degree in Library & Information Science or Master of Library Science or equivalent from any recognized university
- Minimum one years' experience in computerized library environment including basic knowledge of Digital Library, Institutional Repository, Electronic Database etc. in the relevant field in a university/research establishment /Central /State Govt./Public/private organization.

Other desirable Qualification:

- Having complete knowledge of computer application
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills
- Excellent organizational skills and attention to detail.

Note : Preference may be given to female candidate subject to performance in interview

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

Sr. No.	Name of the Post	Date of Walk-In-Interview	Reporting Time of Walk- In-Interview	Time of Walk- In-Interview
01	Administrative Officer	16/07/2021	1030 hrs	1130 hrs
02	Assistant Civil Engineer	16/07/2021	1030 hrs	1430 hrs
03	Administrative Assistant cum Coordinator	16/07/2021	1030 hrs	1500 hrs
04	Human Resource Officer	23/07/2021	1030 hrs	1130 hrs
05	Library Assistant	23/07/2021	1030 hrs	1430 hrs

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 or 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 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.
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. Candidate has to stay at Rashtriya Raksha University, Lavad Campus, if required.
14. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya Raksha University.
15. Reporting time for Walk in Interview is mentioned in the aforementioned table. No candidate shall be considered after given reporting time.
16. 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.

17. Qualified female, reserved category, minority candidates are strongly encouraged.
18. COVID-19 Guidelines to be followed during the walk-in-interview as per Annexure-II. Candidate has to submit the Corona self-declaration form to security before entering in to the premises of the University as per Annexure-III.
19. Candidate has to download the brief profile application form for Walk-In-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.
20. The salary component will be negotiable subjected to the performance of the candidate in the interview.
21. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
22. If you have any query/questions/information, please write only on career@rru.ac.in
23. The University retains the clarification to offset the experience with education qualification and VICE-VERSA

COVID-19 Guidelines to be followed during the Walk-In-Interview.

1. Candidates will not be allowed for **Walk-In-Interview**, if he/she has any COVID like symptoms. He/ she have to submit the attached declaration from before entering in the premises.
2. Face-mask is compulsory & installed Arogyasetu APP in his/her mobile throughout the process of **Walk-In-Interview**
3. Any Luggage will not be allowed within the premises during **Walk-In-Interview**. It should be keep outside the premises.
4. Accompanying person(s) will not be allowed within the premises during the entire **Walk-In-Interview**.
5. All the Candidates must have to follow the guidelines of GoG&GoI for social distancing & other pertaining to COVID-19, which is published from time to time by Government.

CORONA VIRUS SELF DECLARATION FORM

For the health and safety of our community, declaration of illness is required. Be sure that the information you'll give is accurate and complete. Please get immediate medical attention if you have any of the COVID-19 signs.

1. Name:
2. Mobile number:
3. Appear in the walk-in interview for which position:
4. Date & Time of Walk-In Interview:
5. Have You Travelled abroad in 2021? Yes _____ No _____.
(If Yes, then answer question 5 and 6.)
6. Name of Area Visited:
7. Dates of Travel:
8. Have you been in contact with people being infected, suspected or diagnosed with COVID-19? Yes _____ No _____. If answer is Yes, then answer question 8
9. Your relationship with the people and your last contact date with them.
10. Please state whether you've experienced / are experiencing the following symptoms

Sr. No	Symptoms	Yes	No
a.	Fever		
b.	Cough		
c.	Shortness of Breath		
d.	Persistent Pain in the Chest		

I undersigned, herewith declare that all information given above are true to best of my knowledge and I currently do not live in containment zone as per notified by Government.

Date:

Name & Signature of Candidate: