



**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 13/2021**

Walk-In-Interview for following Research & 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	Research Associate	Contractual	40,000 INR- 45,000 INR	14/09/2021
02	IT Support Executive	Contractual	20,000 INR- 25,000 INR	14/09/2021
03	Assistant Hostel Warden(Girls)	Contractual	25,000 INR	15/09/2021
04	Hospitality Manager	Contractual	20,000 INR- 22,000 INR	15/09/2021
05	Technical Assistant (IT)	Contractual	35,000 INR	17/09/2021
06	Plantation Caretaker	Contractual	20,000 INR- 22,000 INR	17/09/2021
07	Training Officer	Contractual	25,000 INR- 30,000 INR	21/09/2021
08	IT System Administrator	Contractual	45,000 INR	21/09/2021
09	Senior Administrative Officer	Contractual	70,000 INR- 80,000 INR	22/09/2021
10	Administrative Officer	Contractual	35,000 INR- 40,000 INR	24/09/2021
11	Administrative Assistant cum Coordinator	Contractual	20,000 INR- 25,000 INR	24/09/2021

I/c Registrar

## Eligibility Criteria for the Contractual Position

(Sr. No. 1)

Research Associate

### **Educational Qualification & Experience**

- A candidate having Master degree with 55% marks.

### **Other desirable Qualification:**

- Teaching, Research and / or professional experience from reputed organization
- Papers presented / published at Conferences and / or in refereed journals
- Proficiency in English
- National Eligibility Test (NET) in accordance with UGC Regulations or the CSIR, or a similar test accredited by the UGC, like SLET/SET.

### **Key Responsibilities:**

- Conduct interdisciplinary research in areas of law
- Provide research, training and extension assistance to School of Coastal Maritime Air & Space Security.
- Develop, plan, execute, monitor and report interdisciplinary research in collaboration with external agencies/institutions within India and abroad;
- Scientifically analyze, visualize and interpret research data and prepare reports.
- Prepare prediction model based on data science tools for the better future decision
- Organize workshops, training, conferences and seminars for stakeholders in relevant areas;

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

**Education Qualification & Experience**

- A candidate having Bachelor's degree in Computer/IT/TC from recognized University.
- Minimum two (02) years of experience in Computer Hardware & Software maintenance, operations and support work;

**Other desirable Qualification:**

- A candidate having Master's degree from recognized University.
- Candidates having excellent verbal and written English communication
- Sound knowledge of Audio Visuals/PA system equipment operations, operation of CCTV system and support;

**Key Responsibilities:**

- Maintenance and Support for ICT Equipment, Computer Hardware, Multimedia, Projector, and Sound/AV System in the university campus; • CCTV cameras status monitoring and support work;
- Knowledge of troubleshoot, documented and resolved all technical issues and IT hardware related issues.
- ICT support during various Event/Seminar/Workshop at Auditorium/ Event Hall in the university;
- Computer/Internet user registration process;
- Support for Video Conferencing, Scanning & Printing services;
- ICT support to visiting/guest users;
- Receiving any complain related to PC/Internet / Network related issue in the Offices/Class Room/Hostel and do trouble shooting and complain solving work;
- Assisting students and faculty for laptop system settings and operating system and application software, word-processing, scanning, and printing;
- Provide help in the Administrative assistance work of ICT Section;
- Perform any other duties including administrative, coordination, etc.as required to achieve the aims and objectives of the university.
- 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**

- Bachelor's in any discipline from recognized University with minimum 3 years' experience in relevant field preferably in academic institution/Government/Semi Government/ private institutions.
- Should have adequate knowledge of computer

**Other desirable Qualification:**

- Fluency in English is essential
- Excellent verbal and written communication skills.

**Key responsibilities**

- Overall administration of all the hostels and office of the hostel
- To maintain the coordination of wardens of various hostels for 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 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 hostel for better interaction with the students
- To give permission to the Guests for residing in the hostel on the request of the students.
- To supervise the working of 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 overall ambiance 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 Campus.

**Education Qualification & Experience of Hospitality Manager**

- Bachelor's degree in Hospitality Management, Hotel Administration, Business Administration or relevant field.
- Minimum 2 years of working experience in the Hospitality Department as a Hospitality Manager or a similar role.
- Age Limit: - 35 Years, Preferred only Female candidates

**Key Responsibility: Hospitality Manager**

- Handling and managing the process through various communication platforms.
- Handle inquiries given by the authority and obtain correct information regarding details of booking of Guest house and other staff accommodations.
- Ensure all information pertaining to booking of guest house are properly taken and entered into the system.
- Daily track of maintenance and cleaning recordkeeping should be done.
- Participate in routine maintenance.
- Perform any other duties as assigned by management.
- Handling VVIP, VIP, Guests making all the arrangements available to them.
- Tour of University need to be done to the guests and others.
- Whole tour planning well in advance and submit to the concerned team.
- All visitors handling with proper channel. Foreign guest's management. Their whole itinerary needs to be managed very well in advance.
- Candidate must have to stay at Rashtriya Raksha University Lavad Campus.

• (Sr. No. 5)

Technical Assistant (IT)

### **Education Qualification & Experience**

- A candidate having Bachelor's degree in relevant field from recognized University.
- Minimum three (03) years of experience in Computer Hardware & Software maintenance, operations and support work;

### **Other Desirable Qualifications:**

- A candidate having Master's degree from recognized University.
- Candidates having excellent verbal and written English communication
- A candidate having experience in Maintenance, Support and troubleshooting for ICT Equipment, Computer Hardware and different OS, Multimedia, Projector, and Sound/AV System in the university campus, Sound knowledge of Audio Visuals/PA system equipment operations, operation of CCTV system.

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

**Education Qualification & Experience**

- Graduation from any Recognized Institution/University.
- We are looking for candidate who is Ex-Service Man.
- Minimum 2 years of working experience in the similar role.
- Age Limit: - Maximum 40-45 Years

**Duties & Responsibilities:**

- Managing of common tasks include pruning trees, shrubs and hedges, mowing and cutting grass and lawns, looking after plants and flowers, as well as a range of other grounds maintenance tasks.
- To provide plants with the appropriate seasonal care they require to remain healthy and vigorous.
- Perform any other duties as assigned by management. He should take every precaution and security measure available in providing this service of caring for the Hope property of plantation.
- Provide guidance to management on matters related to the garden.
- He should inspect the wealthiness of plantation and maintain the greenness.
- Ensure a safe environment for staff and clients by adhering to safety and health regulations.

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

**Education Qualification & Experience**

- A candidate having Bachelor's degree in Computer/IT/TC from recognized University.
- Minimum two (02) years of experience in Computer Hardware & Software maintenance, operations and support work;

**Other desirable Qualification:**

- A candidate having Master's degree from recognized University.
- Candidates having excellent verbal and written English communication
- Sound knowledge of Audio Visuals/PA system equipment operations, operation of CCTV system and support;

**Key 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.

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



**Educational Qualification & Experience**

- A candidate having B. Tech/ M. Tech / BCA / MCA in Computer/ Information Technology /Electronics Engineering and preferably in Teaching Environment;
- Minimum three (03) years of experience in Computer Hardware & Software maintenance, operations and support work;

**Other desirable Qualification:**

- A candidate having Master's degree from recognized University.
- Certifications and Trainings: CCNA/ CCNP/ CCIE/ CCDE or equivalent. Cloud Certification like Oracle, Google, Azure, AWS etc. will be an advantage.
- Demonstrable expertise in server/system management in an enterprise environment.
- Operational knowledge of server virtualization and virtual desktop technologies, router configuration and programming.
- Operational knowledge of contemporary programming languages.
- Operational knowledge of setting up and managing campus cyber security infrastructure.
- Strong communication skills, both verbally and in writing.
- Strong Knowledge of Windows & Linux/ Unix server technologies.
- Experience with TCP/IP, SMTP, SFTP, Active Directory, IIS, ASP, HTML, VBScript, Windows Scripting, and DNS services. Ability to write and debug scripts.
- Basic understanding in SQL and database is a plus.
- A candidate having experience in Maintenance and Support for ICT Equipment, Computer Hardware, Multimedia, Projector, and Sound/AV System in the university campus, Sound knowledge of Audio Visuals/PA system equipment operations, operation of CCTV system.
- Desktop computer maintenance technicians need to have good problem solving skills and must be able to work independently; should be well versed in Windows, Linux and Mac operating system (installation, configuration & troubleshooting); should be a good team player.

**Roles & Responsibilities:**

- Support an environment for managing mission critical processes in multi-server Windows, Linux, and DB environment requiring limited or no downtime. Assure security of and access to mission critical data.
- Work with faculty to plan system resources and set-up timelines for implementation. Develop requirements, specification and project development efforts to support University and Department/ School requirements.
- Execute against project plans to implement software and hardware installation and upgrades. Provide off-hours support through voice/ video calls.
- Assure internal and vendor compliance to standard operating procedures. Review quality metrics and procedures.
- Assess system vulnerability and security capabilities. Participate in disaster recovery and backup procedures development and implementation.
- Responsible for the system administration activities within the environment. Assist in monitoring a teaching environment using various applications. Install, configure, and maintain file systems. Develop and maintain shell scripts and programs to support and simplify administration tasks for our mission critical processes.

- Provide system administration and support for Internet/Firewall and WWW computer(s) and associated software. Experience with TCP/IP, Telnet, SMTP, FTP,VPN and DNS services.
- Installation and operation of custom Internet and Intranet computing environments running Windows and Linux.
- Installation and operation of custom Internet and Intranet computing environments.
- Investigate capacity requests and perform end-to-end server provisioning and capacity assignment.
- Create and update documentation for changes in process and policies in the trial packing, provision requests, and capacity sheet.
- Execute against project plans to implement software and hardware installation and upgrade projects.
- Keep track of IT inventory, upgrades, serviceability and warranties/ AMC.

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

**Educational Qualification & Experience**

- Bachelor degree in management/administration/governance/commerce with minimum 10 years of experience. Person with higher qualification and experience may be preferred.
- Administration experience in similar kind of institutions, including armed forces, para-military forces, police organizations, will be an asset. Knowledge of finances and financial administration will be an asset.

**Knowledge, Skills and abilities:**

- Strong communication skills in English and Hindi. Gujarati language skills will be an asset.
- Abilities to understand the needs, concerns and interests of university stakeholders and proactive initiative taking, with sense of ownership and accountability, out-of-box thinking essential.
- Commitment to excellence and caring nature for needs of all residents, visitors and natural environment essential.
- Commitment for protection and preservation of all movable and immovable assets and concern for funds spent on creation and excellent up-keeping essential.

**Roles & Responsibilities:**

Under the overall guidance of the Pro Vice-Chancellor, the Senior Administration Officer (Campus Residence), as a second commanding officer of administration, with residence in RRU Campus in Lavad,

1. Initiates, plans, executes, monitors and reports all administrative, financial, operational and such other activities and programs in a most effective and efficient manner;
2. Provides guidance to administrative, financial and operational offices and branches on his/her own and as requested by these units;
3. Assists and resolves Campus Director, Dean of Training and Executive Development, Dean of Extension, Residential Management and Administration Branch, Mess, Security Services, Housekeeping Services providers, Sports Fields, Amenities and Gym Branch, Health and Safety Branch, and staff in their tasks and queries
4. Resolves any emergencies, initiates ideas and plans to ensure overall comfortable living and stay of students, faculty, staff and officers on training
5. Liaise with governmental and semi-governmental authorities, educational institutions, local vendors, housing agencies, amenities providers for university operations
6. Performs any other duties as required to achieve excellence in all aspects of administration with the support and guidance of the Vice-Chancellor, Pro Vice-Chancellor, Dean, Registrar, Finance Officer and the Campus Director.

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

**Note-2: Candidate must have to stay at Rashtriya Raksha University Lavad Campus.**

**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;
- Or a candidate having 55% marks in Bachelor's degree from recognized University with Minimum 5 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 the Interview**

**Educational Qualification & Experience**

- Master's Degree in any discipline with minimum two years of experience in administrative/ academic/ research or Bachelor's Degree in any discipline with minimum five years of 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.

**Note: Preference may be given to female candidate subject to performance in the Interview**

**Annexure-I**  
**Schedule of Walk-In -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>	<b>Reporting Time of Walk- In-Interview</b>	<b>Interview Time of Walk- In- Interview</b>
<b>01</b>	Research Associate	14/09/2021	1030 hrs	1130 hrs
<b>02</b>	IT Support Executive	14/09/2021	1030 hrs	1430 hrs
<b>03</b>	Assistant Hostel Warden(Girls)	15/08/2021	1030 hrs	1130 hrs
<b>04</b>	Hospitality Manager	15/08/2021	1030 hrs	1430 hrs
<b>05</b>	Technical Assistant (IT)	17/08/2021	1030 hrs	1130 hrs
<b>061</b>	Hospitality Manager	17/09/2021	1030 hrs	1430 hrs
<b>07</b>	Training Officer	21/09/2021	1030 hrs	1130 hrs
<b>08</b>	IT System Administrator	21/09/2021	1030 hrs	1430 hrs
<b>09</b>	Senior Administrative Officer	22/09/2021	1030 hrs	1130 hrs
<b>10</b>	Administrative Officer	24/09/2021	1030 hrs	1130 hrs
<b>11</b>	Administrative Assistant cum Coordinator	24/09/2021	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 of the candidate for teaching staff for Online & 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. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
21. If you have any query/questions/information, please write only on [career@rru.ac.in](mailto:career@rru.ac.in)
22. The University retains the clarification to offset the experience with education qualification and VICE-VERSA



## Annexure-II

### 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 Arogya setu 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.

**Annexure-III**

**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: