



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 02/2022

Walk-In-Interview for the following Non- Teaching posts purely on a 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 in INR | Date of Interview |
|---------|---|--------------------|-----------------------------------|-------------------|
| 01 | Graphic Designer | Contractual | INR 35,000- INR 40,000 | 25/02/2022 |
| 02 | Administrative Assistant cum co-ordinator | Contractual | INR 25,000- INR 35,000 | 25/02/2022 |
| 03 | Driver cum Assistant | Contractual | INR 20,000- INR 25,000 | 02/03/2022 |
| 04 | Assistant Hostel Warden (Boys & Girls) | Contractual | INR 25,000- INR 30,000 | 02/03/2022 |
| 05 | Security Guard | Contractual | INR 25,000- INR 30,000 | 03/03/2022 |
| 06 | Student Advisor | Contractual | INR 20,000 | 03/03/2022 |

I/c Registrar

Eligibility Criteria for the Contractual Position

(Sr. No. 01)

Graphic Designer

Educational Qualification & Experience

- Candidate having Bachelor's degree in graphic designing from recognized University
- Candidate must have a minimum of three years of experience in graphic designing or industrial designing, or equivalent experience

Other desirable Qualification

- A candidate having a Master's degree from a recognized University.
- Excellent verbal and written communication skills.
- At least 3 years of extensive experience in managing creative assets for campaigns with expert level skills in most programs within the Adobe Creative Suite, particularly Photoshop, InDesign, and Illustrator.
- The ability to multi-task in a fast-paced, high-volume environment
- Strong written and verbal communication skills
- Detail-oriented, analytical, and tech-savvy
- Ability to be resourceful and determined to find a solution

Job Overview

- Graphic Design specialist with more than 3 years of experience in managing graphic design projects from inception to execution. 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. Highly skilled with various programs within the Adobe Creative Suite, such as Photoshop, InDesign, and Illustrator.

Basic Functions

- Online Communication: Designing and conceptualizing Website, Website Banners, Landing Page,s and Campaigncollaterals for social media promotions.
- External communication: Design all external print and web communication like Brochures, Case Studies, Documents, Presentations for pitches ,etc.
- Internal Communication: Design Emailers, Motion Graphic Videos, HR Communication Posters & Social Media Post.
- Brand Identity: Logo design, Letterheads, Envelopes, Business Cards, I-cards, Stickers, Packaging collaterals
- Event Communication: Designing and Conceptualizing Event Invites, Event Stage Backdrops & Props etc.
- Independently visualize, conceptualize, and develop ideas, concepts, design and apply the appropriate media and style to meet the requirements of the stakeholders
- 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.
- Rich experience in handling software such as Photoshop, Illustrator, InDesign, Premiere Pro,

CorelDRAW and In Page.

- Conceptualize and design marketing collaterals having a high visual impact such as logos, brochures, catalogs, leaflets, magazine, dangler, flyers, posters, outdoor signages, etc.
- 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.

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

(Sr. No. 02)

Administrative Assistant cum co-ordinator

Educational Qualification & Experience

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

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 a different state.
- Ability to work with government and academic departments and offices;
- Excellent knowledge of computer systems with the ability of Gujarati and English typing.
- Ability to innovate and to improve programs or services and to pursue new ideas and methods
- Excellent communication skills
- Fluency in English language

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

Educational Qualification & Experience

- Minimum 12th standard pass **or** Matriculation or equivalent from a recognized University/ Board with three years of experience in relevant field.
- Experience can be relaxed/set off instead of educational qualification.
- Must possess valid driving license.

Other desirable Qualification: -

- High standard of integrity, professionalism, direction and confidentiality attributes are must.
- Person consuming Gutka, Smoking or prohibited items etc. are disqualified.
- Person willing to work long-hours/week-end/holidays, only shall apply
- Knowledge or experience of the official protocol, including experience of driving official vehicle, some basic knowledge of English will be an asset.
- Able to perform immediate maintenance, repairs and other administrative duties etc.
- Strong attention to detail with an aptitude for problem-solving

Educational Qualification & Experience

- Bachelors in any discipline from recognized University with minimum 3 years' experience in relevant field preferably in academic institution/Government/Semi-Government/private institutions.

Other desirable Qualification:

- Fluency in English is essential.
- Excellent verbal and written communication skills.
- Should have adequate knowledge of computers.

Key responsibilities

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

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

Educational Qualification & Experience

- Candidate having Matriculation or equivalent from a recognized University/ Board or having minimum three years' of experience in relevant field.

Other desirable Qualification:

- Proven record of integrity, honesty, maintenance of confidentiality and devotion to services;
- Ability and commitment for long working hours and week-ends / holidays
- Person should be vigilant and obedient for instruction of seniors.
- Person should be physically and mentally sound to perform the Security duties.
- Female candidates are encouraged to apply

Educational Qualification & Experience:

- Graduate Degree in any discipline
- Excellent Communication Skills in English. Good working knowledge of Gujarati and Hindi languages is highly desirable
- Experience in advising, counseling, providing guidance to the students
- Experience in dealing with students/trainees/families is desirable.
- Having a background or broader understanding in Security, Defense and Police forces would be helpful.
- Fresh graduates or a person with 2-3 years of working experience will be preferred.

Key Role & Responsibility:

1. Help Student in settling down academically, physically and culturally at the RRU
2. Advises on choosing or changing academic programs, navigate with options available in Choice Based Credit System, Online / Distance Learning Opportunities
3. Assists in understanding academic, research and training progress and degree / diploma requirements
4. Provides guidance with financial assistance, research assistance opportunities, national and international internships in consultation with Internship and Placement Branch
5. Assists in understanding the academic, hostel, student conduct regulations and procedures
6. Counsels and helps in developing a plan to deal with academic, research, physical, logistic difficulties
7. Provides guidance inside and outside campus services – accommodations, housing, money matters, transportation, restaurants, cultural and social life in the campus and nearby areas
8. Performs any other duties as required to provide a wholesome academic, research experience and contribute to full professional and personal development of students

Objective: To contribute to the wholesome professional and personal development of students, RRU is recruiting one female and one male student adviser.

Desired skills:

- Sensitive to multi-cultural background of students
- Passionate and caring nature
- High sense of social and emotional quotient
- Patriotic, discipline, ethics and value based approach to tasks

Annexure-I
Schedule of Walk-In-Interview 05/2021
Rashtriya Raksha University
At & Post: Lavad, Tal: Dahegam, Dist.: Gandhinagar –382305,
Gujarat, India

| Sr. No. | Name of the Post | Date of Interview | Reporting Time | Interview Time |
|---------|--|-------------------|----------------|----------------|
| 01 | Graphic designer | 25/02/2022 | 1000 hrs | 1130 hrs |
| 02 | Administrative Assistant cum Co-ordinator | 25/02/2022 | 1000 hrs | 1430 hrs |
| 03 | Driver Cum Assistant | 02/03/2022 | 1000 hrs | 1130 hrs |
| 04 | Assistant Hostel Warden (Boys & Girls) | 02/03/2022 | 1000 hrs | 1430 hrs |
| 05 | Security Guard | 03/03/2022 | 1000 hrs | 1130 hrs |
| 06 | Student Advisor | 03/03/2022 | 1000 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 written examination and interview will be conducted as per the University norms.
3. 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.
4. 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.
5. 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.
6. 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.
7. Read carefully qualification & experience for the requirements of the relevant discipline and apply only if you have requisite qualifications and experience.
8. 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;
9. Experience and qualification will be reckoned as on the date of interview.
10. No TA / DA shall be paid to the candidates for attending the interview.
11. 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.
12. 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.
13. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
14. Candidate has to stay at Rashtriya Raksha University, Lavad Campus, if required.
15. The appointment shall be governed by the rules, regulations and/or decision of the

Rashtriya Raksha University.

16. Reporting time for Walk in Interview is mentioned in the aforementioned table. No candidate shall be considered after given reporting time.
17. 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.
18. Qualified female, reserved category, minority candidates are strongly encouraged.
19. 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.
20. 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.
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: