



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 SICMSS/02/2022

Walk-In-Interview for Non- Teaching post purely on contractual basis is 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
01	Internship & Placement Associate	Contractual	INR 30,000- INR 35,000

I/c Acting Director

Eligibility Criteria for the Contractual Position

(Sr. No. 01)

Internship & Placement Associate

Educational Qualification & Experience

- Master's Degree in (Law/ Management/ Business Development /Any discipline) with 55% and above.
- Excellent knowledge of computer (MS Office) as well as good speed in English typing
- Candidate must have excellent drafting skills and should have fluency in oral and written English communication.
- Candidate having prior working experience with any academic institution or corporate shall be preferred.

Essential Skills/Qualities:

- Good interpersonal skills and can interact independently with students and employers.
- Guide students in their preparation to obtain internship and employment.
- Must be excellent in computer.
- Arrange training programs for soft skills and for interview-facing skills for the students using institutional and external expertise.
- Maintain up-to-date records of internship and placement of each student.
- Develop and implement marketing plans and strategies for job placement and work-based learning.
- Plan, coordinate and execute various job fairs at the university.
- Perform related duties as assigned.
- Comply with college policies, procedures, and health and safety regulations.
- Maintain confidentiality pertaining to all University information and comply with Data Protection Legislation.

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

Annexure-I

Rashtriya Raksha University

At & Post: Lavad, Tal: Dahegam, Dist.: Gandhinagar – 382305, Gujarat, India

General Instructions

1. Reporting date and time for Walk in Interview will be notified after screening of applications and shall be intimated later. The last day of application is 7th May, 2022.
2. 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.
3. The written examination and interview will be conducted as per the University norms.
4. 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.
5. 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.
6. 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.
7. 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.
8. Read carefully qualification & experience for the requirements of the relevant discipline and apply only if you have requisite qualifications and experience.
9. 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;
10. Experience and qualification will be reckoned as on the date of interview.

11. No TA / DA shall be paid to the candidates for attending the interview.
12. 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.
13. 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.
14. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
15. Candidate has to stay at Rashtriya Raksha University, Lavad Campus, if required.
16. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya Raksha University.
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. The salary component will be negotiable subjected to the qualification, experience and the performance of the candidate in the interview.
19. Qualified female, reserved category, minority candidates are strongly encouraged.
20. 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.
21. Candidate has to download the brief profile of the candidate for non-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.
22. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
23. If you have any query/questions/information, please write only on scmass@rru.ac.in
24. 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: