



RASHTRIYA RAKSHA UNIVERSITY

(An Institution of National Importance)

Pioneering National Security and Police University of India

Expression of Interest for the contractual post of Administrative Officer in the Directorate Of Indigenisation Innovation and Start Ups (DIIS) at the Rashtriya Raksha University.

Rashtriya Raksha University invites an expression of interest for a highly fulfilling and satisfying assignment of Administrative Officer in the Directorate Of Indigenisation Innovation and Start Ups from the interested candidates.

About Rashtriya Raksha University

- Rashtriya Raksha University, an Institution of National Importance of India, Pioneering National Security and Police University of India, Ministry of Home Affairs, Government of India, is established by the Parliament of India, Act No. 31 of 2020.
- The University aims to become an academic-research-training ecosystem for national security and police. Its endeavours focus on highly professional national security, police education, research, and training through its qualified civilian and security faculty, committed human resources, motivated participants and students, intellectually stimulating and professional disciplined environment, and worldwide network, sharing, and exchange. It aims at providing security and strategic education in contemporary and futuristic security and strategic studies and interdisciplinary areas.
- RRU has set up The Directorate of Indigenisation, Innovation and Start Ups (DIIS) has been established with an aim to facilitate innovation, incubation, and technology acceleration in the security space. DIIS is geared to integrate component technologies onto a platform and facilitate the gradual development of the technology to meet the qualitative requirements (QRs) of the forces.
- DIIS has been collaborating with various industries and academia for partnerships over interdisciplinary and technology domains. DIIS has been working with a broad coalition of researchers, practitioners, government agencies, and students in an attempt to improve the security infrastructure of our nation through technological and social innovations. The goal is to provide the highest level of support to security forces by bringing industries, academics, and research one step closer to realizing the innovation potential of our nation.

Title of Position: Administrative Officer

No. of Position: 01

Educational Qualification & Experience

- Master's Degree in any discipline with minimum three years of experience in administrative work with preference given to accounting/financials/budgeting work or Bachelor's Degree in any discipline with minimum five years of experience in administrative work with preference given to accounting/financials/budgeting work.

Other desirable Qualification:

- Understanding of various softwares and applications that are used for accounting and budgeting works.
 - Experience in governmental budgeting, finance and accounts departments and understanding of its workings.
 - 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.
 - Ability to work with government and academic departments and offices;
 - Excellent knowledge of computer system with ability of Hindi 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
- **Monthly Remuneration to be offered:** - INR 35,000/-
- **Number of Vacancies Available** - 01
- **Contract Period:** 364 days
- **APPLICATION DOCUMENTS TO BE SHARED**
- Interested candidates can share their Resume with the Application form on or before 12th May 2022 till 1700 hours to **sastra@rru.ac.in**
 - The short-listed candidates will be called for interviews (online/offline as per prevailing Covid-19 situation) after a due screening of the applications in the 3rd or 4th week of May 2022.
 - Only the shortlisted candidates will be called for interviews (online/offline as per prevailing Covid-19 situation) after a due screening of the application. For any query or clarifications, please feel free to contact **sastra@rru.ac.in**

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 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. The candidates are required to bring three copies of their resume with photograph, affixed on all copies, original and one set of photocopies of their Academic certificates, Experience certificate and other documents.
16. Qualified female, reserved category, minority candidates are strongly encouraged.
17. 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.
18. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
19. If you have any query/questions/information, please write only on **sastra@rru.ac.in**
20. 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:

Lavad - Dehgam - 382305 Gandhinagar, Gujarat, INDIA

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