



RASHTRIYA RAKSHA UNIVERSITY

An Institution of National Importance

(Pioneering National Security and Police University of India)

Directorate of Research & Publications (R&P)

Sr. No.	Name of the Post	No. of Post	Nature of Position	Monthly Fixed Remuneration	Mode	Last date to submit the form	Date of Interview
01	Graphic Designer	1	Contractual	44,000/- to 50,000/-	Online & Walk in	30/11/2022	07/12/2022

Educational Qualification & Experience

- Candidate having Bachelor's degree in graphic designing from a 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 Pages and Campaign collaterals for social media promotions.
- External communication: Design all external print and web communication like Brochures, Case Studies, Documents, Presentations for pitches, etc.

Lavad - Dehgam - 382305 Gandhinagar, Gujarat, INDIA

Phone : +91 79-68126800, Fax :+9179-68126820,Website :www.rru.ac.in



RASHTRIYA RAKSHA UNIVERSITY

An Institution of National Importance

(Pioneering National Security and Police University of India)

- **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, catalos, 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: RRU pro-actively pursues the empowerment of qualified female candidates in the overall setup of the University.

-: How to Apply :-

1. Send your duly filled candidate form along with your updated resume to rp.office@rru.ac.in.
2. Please use the subject line GD/Nov/22 or else your application will not be considered
3. Having fulfilled of the above-mentioned qualification and experience doesn't entitle a candidate to be called for an interview.
4. Only shortlisted candidates will be called for an interview. Shortlisted candidates will be sent an email.
5. Application incomplete in any respect will not be entertained.
6. The Directorate of Research & Publications (R&P) reserves the right to consider and to fill or not to fill positions in any of the above/and or any other specialization.
7. All qualifications must be from UGC recognized University/Deemed University or AICTE-approved autonomous Institutions (Whether applicable) or from a reputed institute/University abroad.

Lavad - Dehgam - 382305 Gandhinagar, Gujarat, INDIA

Phone : +91 79-68126800, **Fax :** +9179-68126820, **Website :** www.rru.ac.in



RASHTRIYA RAKSHA UNIVERSITY

An Institution of National Importance

(Pioneering National Security and Police University of India)

-: 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. 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 or any other 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, with due consideration to the objective and purpose of the University with an aim to promote and strive for excellent academic, research, training and extension eco-system in the field of security and police.
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 and also need to send the motivation letter of one 1 page
6. Filled the form for the same and produce at the time of document verification with all necessary documents with true copy.
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 (if offline)

Lavad - Dehgam - 382305 Gandhinagar, Gujarat, INDIA

Phone : +91 79-68126800, Fax :+9179-68126820,Website :www.rru.ac.in



RASHTRIYA RAKSHA UNIVERSITY

An Institution of National Importance

(Pioneering National Security and Police University of India)

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. 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. 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. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
20. Rashtriya Raksha University reserves the right to cancel the recruitment at any stage without giving a reason.
21. If you have any query/questions/information, please write only on rp.office@rru.ac.in
22. The University retains the right to offset the experience with education qualification and vice-versa

Lavad - Dehgam - 382305 Gandhinagar, Gujarat, INDIA

Phone : +91 79-68126800, Fax : +9179-68126820, Website : www.rru.ac.in