



गृह मंत्रालय
MINISTRY OF
HOME AFFAIRS

सत्यमेव जयते



RASHTRIYA RAKSHA UNIVERSITY

An Institution of National Importance

Pioneering National Security and Police University of India

Ministry of Home Affairs, Government of India

Lavad - Dehgam - 382305 Gandhinagar, Gujarat, INDIA

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

Advt. No: RRU/HRB/2025/07

Date: 20/03/2025

REQUIRES

The Rashtriya Raksha University, An Institution of National Importance established by the Ministry of Home Affairs, Government of India through an Act of Parliament, is a premier institution dedicated to advancing education and research in the fields of national security and policing. The University invites applications in the prescribed format from dedicated and committed citizens of India to fill up the following vacancies on a purely contractual and temporary basis.

Sr. No.	Name of the Positions	Monthly Remuneration (Consolidated)
1	Director (Budgeting & Finance)	₹ 1,25,000/- to ₹ 1,50,000/-
2	Assistant Finance Officer	₹ 75,000/- to ₹ 95,000/-
3	Public Relations Officer	₹ 55,000/- to ₹ 70,000/-
4	Administrative Officer	₹ 56,010/-
5	Administrative Assistant-cum-Coordinator	₹ 41,061/-

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 endeavors 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 world-wide network, sharing, and exchange. It aims at providing security and strategic education in the contemporary and futuristic security, police and strategic studies and interdisciplinary areas.

The University contributes to the vision of India of Peace, Prosperous and Stable World in alliance with grand strategic cooperation between like-minded nations and promoting greater understanding between internal security officers, police forces, military and para-military forces, diplomats, civil servants, and civilians to promote the cause of the Nation. It adopts a two-tier approach, at the national and international levels, in its education, research and training, and extension in order to achieve capabilities to respond to the needs, expectations, and aspirations of the security, police and strategic institutions and forces as well as law-making, governance, judiciary, economy and the civil society organizations.

Employee Benefits and Offerings @RRU

- Valuable opportunities to passion driven people to “**contribute to Government Projects, Organize and be a part of international forums/events**”.
- Attractive compensation packages aligned with industry standards and experience levels.
- Comprehensive health coverage for employees and their families, including medical, dental, and vision care.
- Opportunities for further education and training, including workshops, conferences, and seminars.
- Policies and practices that support a balanced work-life environment, including flexible working hours where applicable.
- Support services for personal and professional challenges, such as counselling and mental health resources.
- Funding and resources for research activities, including grants and publication support for academic staff.
- Access to subsidized meals or cafeterias on campus.
- Opportunities to participate in cultural events, sports activities, and social gatherings organized by the university.
- Awards and recognition programs to celebrate exceptional performance and contributions.
- Access to legal and financial advisory services for personal or professional matters.
- Regular workshops and training sessions for skill development and career growth.
- Access to advanced training programs and workshops related to national security, defense, and law enforcement.
- Opportunities to engage in fieldwork, practical exercises, and simulations related to national security.
- Opportunities to collaborate on research projects with government agencies, defense organizations, and other national security institutions.
- Utilization of specialized databases, equipment, and resources related to national security research and training.
- Support for career advancement in the national security sector, including mentorship programs and career guidance.
- On-campus childcare facilities services.
- Access to university libraries, research resources, and campus facilities.
- Fitness programs, wellness workshops, and health screenings.
- These benefits can enhance overall job satisfaction and contribute to a supportive work environment.

Name of the Post	Director (Budgeting & Finance)
Job Summary	The Director (Budgeting & Finance) is responsible for overseeing its financial planning, budgeting, and resource allocation in compliance with the Government of India's financial regulations. The role involves formulating, implementing, and monitoring the annual budget, ensuring efficient utilization of funds, and maintaining fiscal discipline to support the university's academic and administrative objectives.
Nature of Post	Contractual-364 Days
Remuneration (Consolidated)	₹ 1,25,000/- to ₹ 1,50,000/-
Academic Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • The applicant should be possessing Chartered Accountant/ Cost & Management Accountant <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • MBA (Finance)/M. Com with minimum 55% of marks from a recognized University/ Institute.
Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Minimum 15 years of relevant post-qualification experience in Central Govt. rules relating to Accounts/Audit, Service conditions, GFR, Treasury and Finance, Taxation in IITs/IIMs/IISERs/NIPERs/CFTIs/ Higher Educational Institution/Universities. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Candidates having experience in Computerized Finance and Accounting Systems will be given preference. • Knowledge of Tally software. • Conversant with CPWD rules regarding accounting works related to Civil and Electrical Engineering accounts. • Conversant with Government Pay and Pension rules. • Good working knowledge of rules & regulations of Central Universities, R & D institutions relating to accounts / audit, service conditions and related financial matters. • Well versed in the financial / accounting systems. • Should have adequate knowledge of English, Hindi, and Accounting Software

<p>Duties and responsibilities</p>	<ul style="list-style-type: none"> • Oversee the business and financial affairs of the University, including preparation of the plan of work and the budget estimates; • Authorize expenditure of funds provided in the budget and approved by the Vice-Chancellor; • Oversee the University budget operations to ensure the continued viability and sustainability of the University; • Exercise general supervision over the funds of the University and shall advise it as regards its financial policy; • Perform such other financial functions as may be assigned to him by the Governing Body or as may be laid down by the Ordinances • Ensure that the limits fixed by the Governing Body for recurring and non- recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted; • Shall be responsible for the preparation and maintenance of accounts and the budget of the University and shall make the presentation before the Governing Body; • Keep a constant watch on the state of the cash and bank balance and on the state of investments • Shall be responsible and accountable for parking, investment and internal audit of university funds and expenditures; • Watch the progress of the collection of revenue and shall be responsible and accountable for the methods of collection employed; • Bring to the notice of the Vice-Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and perform any other duties as required or expected to fulfil the overall vision and mission of the University. Perform any other duties as assigned by the Vice Chancellor of the University in PAN India or Outside
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Name of the Post	Assistant Finance Officer
Job Summary	The Assistant Finance Officer (Budgeting & Finance) will assist in the planning, preparation, and management of the university's financial operations, focusing on audits by CAG, budgeting and compliance. This role involves supporting the development of the annual budget, monitoring expenditures, ensuring adherence to financial regulations, and contributing to the efficient allocation of resources.
Nature of Post	Contractual-364 Days
Remuneration (Consolidated)	₹ 75,000/- to ₹ 95,000/-
Academic Qualification	<p>Essential:</p> <ul style="list-style-type: none"> • The applicant should be possessing Chartered Accountant/ Cost & Management Accountant. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • MBA (Finance)/ M. Com with minimum 55% of marks from a recognized University/ Institute.
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum 5 years of relevant post-qualification experience in Central Govt. rules relating to Accounts/Audit, Service conditions, GFR, Treasury and Finance, Taxation in IITs/IIMs/IISERs/NIPERs/CFTIs/ Higher Educational Institution/Universities. <p>Desirable:</p> <ul style="list-style-type: none"> • Candidates having experience in Computerized Finance and Accounting Systems will be given preference. • Knowledge of Tally software. • Conversant with GFR and CPWD rules regarding accounting works related to Civil and Electrical Engineering accounts. • Conversant with Government Pay and Pension rules. • Good working knowledge of rules & regulations of Central Universities, R & D institutions relating to accounts / audit, service conditions and related financial matters. • Well versed in the financial / accounting systems. • Should have adequate knowledge of English, Hindi, and Accounting Software

<p>Duties and responsibilities</p>	<ul style="list-style-type: none"> • Exercise general supervision over the funds of the University and shall advise it regarding its financial policy. • Be responsible for the proper maintenance of the accounts of the University. • Perform such other financial functions as may be assigned to him/her by the Executive Council or as may be prescribed by these Statutes or the Ordinances; Provided that the candidate shall not incur any expenditure. • Subject to the control of the Executive council, the candidate- Hold and manage the property and investments including trust and endowed property for furthering any of the objects of the University. • See that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for one year are not exceeded and that all financial resources are expended on the purposes for which they are granted or allotted. • Ensure adherence to financial guidelines issued by the Government of India, CAG and other regulatory bodies. • Assist in audit preparations and address audit queries by providing required documentation and explanations. • Be responsible for the preparation of annual accounts and the budget of the University for the financial year and for presentation of the same to the Executive Council. • Keep a constant watch on the state of the cash and bank balances and on the state of investments. • Match the progress of collection of revenue and advise on the methods of collection employed. • See that the registers of building, land furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable material in all offices, teaching departments, colleges and institutions maintained by the University is conducted at regular intervals, or as may be required from time to time. • To perform any other responsibility assigned by the University within India and Outside India.
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Name of the Post	Public Relation Officer
Objective	The Public Relations Officer (PRO) is responsible for creating and maintaining a positive image of the university through effective communication and strategic outreach. The role involves managing media relations, crafting compelling messages, coordinating events, and promoting the university's values, achievements, and programs to internal and external stakeholders.
Nature of Post	Contractual-364 Days
Remuneration (Consolidated)	₹ 55,000/- to ₹ 70,000/-
Academic Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • MBA / Post Graduate Degree in Mass Communication / Journalism with minimum 55% of marks from a recognized University/ Institute.
Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Minimum 5 years of relevant post-qualification experience in the fields of Public Relations activities of an organization including conducting meetings/programs, issuing press releases and handling hospitality needs. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Candidates should have desirable leadership qualities and requisite experience in the following areas: • Media Management (Including Social, Digital Media) • Content Writing (Media Releases, Annual Reports, Brochure, newsletters and Other Institutional Reports) • Institutional Ranking (NIRF and/or others) • Video Making and Interviews • Internal Communications • Brand Building • Database Management

<p>Duties and responsibilities</p>	<ul style="list-style-type: none"> • Build and maintain relationships with journalists, media outlets, and other key stakeholders. • Draft press releases, articles, and media statements to promote university initiatives and achievements. • Respond promptly to media inquiries and proactively manage media coverage. • Develop engaging content for university publications, newsletters, website, and social media platforms. • Work on dissemination of press releases, inviting media for conferences, organizing interviews, publishing authored articles, research, and showcasing student and alumni success etc. in the media. • Create monthly plans for media and social media visibility and help the HOD in implementing the communications plans. • Leverage media contacts, build new relevant contacts across national and local print, electronic, and online media. • Meet/interact with local and national media regularly to maintain a cordial relationship, keep them informed of the developments at RRU, look for RRU's participation in national news opportunities, and generate a positive and continuous media visibility for the Institute. • Manage the 'RRU News' blog and update it daily with important news coverage on RRU. • Keep the media databases (local, national, and international) updated with reviews. • Develop information kits for high profile guests/ visitors.
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Name of the Post	Administrative Officer
Nature of Post	Contractual-364 Days
Remuneration (Consolidated)	₹ 56,010/-
Academic Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Master's degree in commerce (M.com) with at least 55% marks or an equivalent grade in a point scale from a recognized university/ Institute. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Bachelor's degree in commerce (B.com) with at least 55% marks or an equivalent grade in a point scale from a recognized university/ Institute.
Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Minimum 03 years of relevant experience in Tally Operations, Account Payable and Receivable, Bank Reconciliation, Financial Reporting, Taxation and Compliance, Finalization of Books of Accounts, after obtaining the master's degree in commerce (M.com) <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Minimum 05 years of relevant experience in Tally Operations, Account Payable and Receivable, Bank Reconciliation, Financial Reporting, Taxation and Compliance, Finalization of Books of Accounts, after obtaining the bachelor's degree in commerce (B.com) <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Strong knowledge of accounting principles and practices. • Proficiency in Tally ERP and other accounting software. • Excellent attention to detail and organizational skills. • Good communication and interpersonal abilities.

<p>Duties and responsibilities</p>	<p><u>Tally Operations:</u></p> <ul style="list-style-type: none">• Enter and manage financial transactions in Tally (income, expenditure, receipts, payments, journal entries).• Ensure accurate recording and categorization of all transactions in Tally. <p><u>Accounts Payable and Receivable:</u></p> <ul style="list-style-type: none">• Process and manage accounts payable (AP) and accounts receivable (AR) transactions.• Generate invoices, track payments, and manage outstanding balances.• Reconcile vendor and customer accounts to ensure accuracy. <p><u>Bank Reconciliation:</u></p> <ul style="list-style-type: none">• Conduct regular bank reconciliations to match internal records with bank statements.• Investigate and resolve discrepancies between bank records and company accounts. <p><u>Financial Reporting:</u></p> <ul style="list-style-type: none">• Assist in preparing financial reports, including balance sheets, profit and loss statements, and cash flow statements.• Support the preparation of monthly, quarterly, and annual financial statements. <p><u>Taxation and Compliance:</u></p> <ul style="list-style-type: none">• Record and manage tax-related transactions (GST, TDS, and other statutory payments).• Assist in preparing and submitting tax returns, including TDS Returns, GST TDS Returns, and GST Returns.• Ensure compliance with GST and TDS-related statutory requirements and deadlines. <p><u>Finalization of Books of Accounts:</u></p> <ul style="list-style-type: none">• Assist in the finalization of the books of accounts, ensuring all financial transactions are accurately recorded and accounted for.• Review trial balance and make necessary adjustments to ensure accurate year-end financial statements. <p><u>MIS Reporting & Budgeting:</u></p> <ul style="list-style-type: none">• Maintain and generate various Management Information System (MIS) reports to support budgeting, forecasting, and decision-making.• Provide regular financial analysis and reports to assist in strategic planning and management decision-making.
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Ledger Scrutiny:

- Conduct regular scrutiny of ledgers to ensure accuracy and completeness of financial records.
- Investigate and resolve discrepancies in general ledger accounts.

Audit Support:

- Assist with internal and external audits by organizing and providing necessary financial documentation.
- Ensure compliance with internal controls and regulatory requirements.

Documentation and Record-Keeping:

- Maintain organized records of financial transactions and related documentation.
- Ensure all financial documents are properly filed and easily accessible for audits and reviews.

General Accounting Assistance:

- Provide support to the accounts team in budgeting, forecasting, and financial analysis.
- Assist with month-end and year-end closing procedures.

Communication and Liaison:

- Coordinate with vendors, clients, and internal departments to resolve accounting-related queries or discrepancies.
- Provide administrative support to the accounts department as needed.

Name of the Post	Administrative Assistant-cum-Coordinator
Nature of Post	Contractual-364 Days
Remuneration (Consolidated)	₹ 41,061/-
Academic Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Master's degree in commerce (M.com) with at least 55% marks or an equivalent grade in a point scale from a recognized university/ Institute. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Bachelor's degree in commerce (B.com) with at least 55% marks or an equivalent grade in a point scale from a recognized university/ Institute.
Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Minimum 02 years of relevant experience in Tally Operations, Account Payable and Receivable, Bank Reconciliation, Financial Reporting, Taxation and Compliance, Finalization of Books of Accounts, after obtaining the master's degree in commerce (M.com) <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Minimum 04 years of relevant experience in Tally Operations, Account Payable and Receivable, Bank Reconciliation, Financial Reporting, Taxation and Compliance, Finalization of Books of Accounts, after obtaining the bachelor's degree in commerce (B.com) <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Strong knowledge of accounting principles and practices. • Proficiency in Tally ERP and other accounting software. • Excellent attention to detail and organizational skills. • Good communication and interpersonal abilities.

<p>Duties and responsibilities</p>	<p><u>Tally Operations:</u></p> <ul style="list-style-type: none"> • Enter and manage financial transactions in Tally (income, expenditure, receipts, payments, journal entries). • Ensure accurate recording and categorization of all transactions in Tally. <p><u>Accounts Payable and Receivable:</u></p> <ul style="list-style-type: none"> • Process and manage accounts payable (AP) and accounts receivable (AR) transactions. • Generate invoices, track payments, and manage outstanding balances. • Reconcile vendor and customer accounts to ensure accuracy. <p><u>Bank Reconciliation:</u></p> <ul style="list-style-type: none"> • Conduct regular bank reconciliations to match internal records with bank statements. • Investigate and resolve discrepancies between bank records and company accounts. <p><u>Financial Reporting:</u></p> <ul style="list-style-type: none"> • Assist in preparing financial reports, including balance sheets, profit and loss statements, and cash flow statements. • Support the preparation of monthly, quarterly, and annual financial statements. <p><u>Taxation and Compliance:</u></p> <ul style="list-style-type: none"> • Record and manage tax-related transactions (GST, TDS, and other statutory payments). • Assist in preparing and submitting tax returns, including TDS Returns, GST TDS Returns, and GST Returns. • Ensure compliance with GST and TDS-related statutory requirements and deadlines. <p><u>Finalization of Books of Accounts:</u></p> <ul style="list-style-type: none"> • Assist in the finalization of the books of accounts, ensuring all financial transactions are accurately recorded and accounted for. • Review trial balance and make necessary adjustments to ensure accurate year-end financial statements. <p><u>MIS Reporting & Budgeting:</u></p> <ul style="list-style-type: none"> • Maintain and generate various Management Information System (MIS) reports to support budgeting, forecasting, and decision-making. • Provide regular financial analysis and reports to assist in strategic planning and management decision-making.
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Ledger Scrutiny:

- Conduct regular scrutiny of ledgers to ensure accuracy and completeness of financial records.
- Investigate and resolve discrepancies in general ledger accounts.

Audit Support:

- Assist with internal and external audits by organizing and providing necessary financial documentation.
- Ensure compliance with internal controls and regulatory requirements.

Documentation and Record-Keeping:

- Maintain organized records of financial transactions and related documentation.
- Ensure all financial documents are properly filed and easily accessible for audits and reviews.

General Accounting Assistance:

- Provide support to the accounts team in budgeting, forecasting, and financial analysis.
- Assist with month-end and year-end closing procedures.

Communication and Liaison:

- Coordinate with vendors, clients, and internal departments to resolve accounting-related queries or discrepancies.
- Provide administrative support to the accounts department as needed.

How to apply

- Interested and eligible candidates should submit their duly **filled application form** in the **prescribed format** along with the **legible copies of all supporting documents** in support of claim made in application form, in an envelope clearly superscribed “**Application for the Post of _____ (Contractual)**” to the following address on or before **09.04.2025**.

**The Assistant Registrar
Human Resources Branch
Rashtriya Raksha University
Village - Lavad, Tehsil - Dahegam
District - Gandhinagar - 382 305 (Gujarat)**

General Instruction

- The University strives to have a diversified workforce. All candidates without reference to gender, race, creed, caste or class are encouraged to apply. Female candidates are encouraged to apply in order to promote gender equality, and flexible.
- Working hours for both Female & Male, such as 06 hours or 04 hours, are possible to suit varied schedules and support a good work life balance.
- Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
- The eligibility criteria indicated are bare minimum and a mere fulfillment of the same will not entitle the candidates to be called for an interview. If numbers of applications received are large, the University may restrict the number of candidates to be called for interview to a reasonable limit on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement.
- Candidates applying for more than one post must submit separate applications.
- The crucial date for determining qualification/ experience shall be **09.04.2025**.
- Experience will be counted only after the date of obtaining the essential academic qualifications. In other words, wherever experience is required for any post, only relevant post-qualification experience will be considered.
- Date of Birth as recorded in the Matriculation/Secondary Examination Certificate will only be accepted for determining the age.

9. Submission of valid documentary proof in respect of claim of academic qualifications, category and experience is mandatory.
10. The academic qualifications prescribed should have been obtained from recognized Universities / Institutions and recognized/approved by the relevant authorities i.e. UGC / AICTE / Act of Parliament as applicable. If the Candidate holds a foreign university's degree, they must submit a certificate of equivalency issued by the Association of Indian Universities (AIU).
11. If a candidate has obtained a degree from a university that follows a grading system, they should provide the equivalency criteria for conversion or the formula/method used to calculate their percentage and Class/Division, as issued by their university/institute.
12. The candidate will not be entitled to any other benefits, which are admissible to the regular employees of the Rashtriya Raksha University.
13. This engagement will not vest any right to claim for regular appointment in the University or continued services in the University.
14. The University reserves the right to terminate this engagement at any time even before the stipulated period in case of unsatisfactory performance, misconduct or any other administrative reasons/ compulsions.
15. On expiry of the period of this engagement as per the letter of appointment, the candidate will not be required to turn up for unless the period of engagement is renewed based on performance and requirement and the decision of the Competent Authority.
16. The contractual engagement shall end on the stipulated date of expiry of contract in the letter of appointment. The selected candidates shall have no right to renewal, extension or conversion into permanent or any other employment.
17. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final and binding.
18. The candidate will have to perform such other duties and work as assigned by the Rashtriya Raksha University from time to time.
19. The selected candidate may be required to stay at any of the Rashtriya Raksha University campuses.
20. The University reserves the right to transfer its employees to any campus of Rashtriya Raksha University.
21. The engagement shall be governed by the rules, regulations and/or decisions of the Rashtriya Raksha University.
22. The University reserves the right:
 - i. to relax eligibility criteria in exceptional cases;
 - ii. to fill the position at lower/higher level than that advertised;
 - iii. to consider applications received after last date;
 - iv. to decide criteria/procedure for short listing of the candidates;
 - v. to increase/decrease the number of posts at the time of selection;
 - vi. to draw up reserve panel/waiting list(s), which will be valid for one year from the date of approval of the Competent Authority and may be used for appointments on consequential/new vacancies.

23. In case of any corrigendum/changes/updates pertaining to this advertisement, the same shall be published on the University's website only. Accordingly, all applicants, in their own interest, are advised to regularly visit the University's website.
24. The University reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained.
25. No correspondence or query will be entertained from the candidates regarding the eligibility, status of applications, postal delays, result of exam/interview, selection process and reasons for not being called for interview or selection etc.
26. Candidates working in Government Departments, Public Sector Undertakings and Government Funded Institutions are required to submit application through proper channel OR produce No Objection Certificate at the time of Interview.
27. The experience claimed in the application form without a proper experience certificate from the competent authority shall not be given any weightage by merely enclosing the offer letters, relieving letters and the salary slips.
28. Candidates have to produce the original documents at the time of or before appearing in Interview for verification.
29. No TA/DA shall be paid to the candidates for attending the interview.
30. The University may verify the antecedents through the appropriate authority and, if it is found that the candidate has suppressed any material information or convicted by any court of law, then his/her service shall be liable to be terminated at any stage.
31. If at any stage, the documents related to educational qualification, experience, category, age, etc. submitted by candidates or any information given by the candidate in the application form/declaration are found to be fake/ false/ misleading, then his/her service shall be liable to be terminated.
32. The candidature at any stage of the selection process will be purely provisional subject to condition that candidate should meet the prescribed eligibility criteria. Mere issue of call letter to the candidate for attending the interview will not imply that his/her candidature has been found eligible.
33. In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of the offer letter, the University reserves the right to withdraw/cancel/modify any communication made to the candidates.
34. Canvassing in any form and/or bringing any influence, political or otherwise, will be treated as a disqualification from the post applied for.
35. Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the University may require.
36. Experienced and superannuated applicants are highly encouraged to apply in accordance with general principle of pay minus pension and changes made by Government of India time to time therein.
37. Applications incomplete in any respect and not accompanied by relevant certificate/ documents/ without photograph shall not be considered.

38. Incomplete applications shall be summarily rejected. No fresh inputs will be considered after the submission of applications at any later stage.
39. The shortlisted candidates shall be conveyed on the registered email only for attending the selection process. No written or speed post communications shall be sent separately and no claims of any kind shall be entertained in this regard.
40. The last date for submission of application form is **09.04.2025 upto 05:00 PM**. Applications received after the last date will not be considered and are liable to be summarily rejected.
41. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted only in the Court which has sole and exclusive jurisdiction at Ahmedabad / Gandhinagar (Gujarat).

Registrar (I/c)
Rashtriya Raksha University