



गृह मंत्रालय
MINISTRY OF
HOME AFFAIRS



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/2025/33-A

Date: 10/09/2025

Rolling Advertisement

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 basis.

Sr. No.	Name of the Positions	Nature of Post	Monthly Remuneration
1	Section Officer	Contractual-364 Days	₹ 70,000/- to 88,000/-
2	Administrative Officer	Contractual-364 Days	₹ 55,000/-to 65,000/-
3	Administrative Assistant cum Co-ordinator	Contractual-364 Days	₹ 40,000/-to 50,000/-
4	Director (Budgeting & Finance)	Contractual-364 Days	₹ 1,25,000/- to 1,50,000/-
5	Assistant Finance Officer	Contractual-364 Days	₹ 75,000/- to 95,000/-
6	Public Relations Officer	Contractual-364 Days	₹ 55,000/- to 70,000/-
7	English Stenographer-cum-Assistant	Contractual-364 Days	₹ 45,000/- to 60,000/-
8	Assistant Hostel Warden (Boys & Girls)	Contractual-364 Days	₹ 30,000/- to 42,000/-

9	Library & Information Officer	Contractual-364 Days	₹ 55,000/-to 65,000/-
10	Library & Information Assistant	Contractual-364 Days	₹ 40,000/-to 50,000/-
11	Sports Training Officer	Contractual-364 Days	₹ 55,000/-to 65,000/-
12	Technical Assistant (Information Technology)	Contractual-364 Days	₹ 40,000/-to 58,000/-
13	Training, Internship and Placement Officer (TIPO)	Contractual-364 Days	₹ 55,000/-to 70,000/-
14	Graphic Designer	Contractual-364 Days	₹ 55,000/- to 70,000/
15	Field and Training Officer	Contractual-364 Days	₹ 55,000/- to 70,000/
16	Hospitality Manager	Contractual-364 Days	₹ 50,000/- to 55,000/-

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.
- Funding and resources for research activities, including grants and publication support for academic staff.
- Awards and recognition programs to celebrate exceptional performance and contributions.
- 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.
- These benefits can enhance overall job satisfaction and contribute to a supportive work environment.

Name of the Position	Section Officer
Academic Qualification	<p><u>Essential:</u></p> <ol style="list-style-type: none"> Bachelor's degree in any discipline from a recognized University or any equivalent qualification recognized as such by the Government, with English Language as one of the language. Having a Certificate course in MS Office or Computer Applications. English as a subject up to 12th Standard. Working knowledge of Hindi.
Work Experience	<p><u>Essential:</u></p> <p>Minimum 04 (four) years of experience of post-qualification in relevant field in Distance Education Institute/ Technical Institute preferably under Central/State Govt. or Central/State Govt., Autonomous organization/ University/ recognized institute.</p>
Other Desirable Qualification	<ul style="list-style-type: none"> • Fluency in English is essential; • Excellent verbal and written communication skills; • Excellent interpersonal and conflict resolution skills; • Excellent organizational skills and attention to detail. • Strong knowledge of accounting principles and practices. • Proficiency in Tally ERP and other accounting software.
Duties and Responsibilities	<ul style="list-style-type: none"> • Maintain various information databases (Including staff details) and office record properly for the audit purposes and for the senior management, supervision, follow up and proper work should be taken from the subordinate staff; • Noting and writing comments in important cases/email; • Cases should be submitted to higher authorities on time; • Provides variety of administrative support functions; • May supervise and train subordinate staff; • May act as advisor on administrative matters to sections & subordinates; • Assisting in planning and monitoring the development of the school/University; • Plan, organize and monitor inter-departmental administrative programs and activities; • Ensure timely correspondence with statutory bodies and contribute to the meeting of the needs of the bodies requirements, in consultation with the Office of the Vice- Chancellor and Registrar; • Maintain various information databases for the purposes of use by senior management; • Proven record of integrity, honesty, maintenance of confidentiality and devotion to services; ability and commitment for long working hours and week-ends / holidays and professional commitment to meet deadlines under stressful conditions essential;

	<ul style="list-style-type: none"> • In consideration to the requirement of the University, you may assign an additional/ extra portfolio of other schools/sections of the University; • To perform any other responsibility assigned by the University within India and Outside India.
--	---

Name of the Position	Administrative Officer
Academic Qualification	<p>Essential:</p> <p>A candidate having a Bachelor's degree with minimum 55% of marks from a recognized University.</p> <p style="text-align: center;">OR</p> <p>A candidate with having Master's degree with minimum 55% of marks from a recognized University.</p>
Work Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum 05 years' of post qualification experience in relevant field or administration preferably in academic research institute setup/ Government/Semi Government/ Public or Private Enterprise/Firms with Bachelor's degree. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Minimum 03 years' of post qualification experience in relevant field or administration preferably in academic research institute setup/ Government/Semi Government/ Public or Private Enterprise/Firms with Master's degree.
Other Desirable Qualification	<ul style="list-style-type: none"> • Fluency in English is essential; • Excellent verbal and written communication skills; • Excellent interpersonal and conflict resolution skills; • Excellent organizational skills and attention to detail. • Strong knowledge of accounting principles and practices. • Proficiency in Tally ERP and other accounting software.
Duties and Responsibilities	<ul style="list-style-type: none"> • Maintain various information databases (Including staff details) and office record properly for the audit purposes and for the senior management, supervision, follow up and proper work should be taken from the subordinate staff; • Noting and writing comments in important cases/email; • Cases should be submitted to higher authorities on time; • Provides variety of administrative support functions; • May supervise and train subordinate staff; • May act as advisor on administrative matters to sections &

	<p>subordinates;</p> <ul style="list-style-type: none"> • Assisting in planning and monitoring the development of the school/University; • Plan, organize and monitor inter-departmental administrative programs and activities; • Ensure timely correspondence with statutory bodies and contribute to the meeting of the needs of the bodies requirements, in consultation with the Office of the Vice- Chancellor and Registrar; • Maintain various information databases for the purposes of use by senior management; • Proven record of integrity, honesty, maintenance of confidentiality and devotion to services; ability and commitment for long working hours and week-ends / holidays and professional commitment to meet deadlines under stressful conditions essential; • In consideration to the requirement of the University, you may assign an additional/ extra portfolio of other schools/sections of the University; • To perform any other responsibility assigned by the University within India and Outside India.
--	---

Name of the Post	Administrative Assistant cum Co-ordinator
Academic Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • A candidate having a Bachelor’s degree with minimum 55% of marks from a recognized University. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A candidate with having Master’s degree with minimum 55% of marks from a recognized University.
Work Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Minimum 04 years of post-qualification experience in relevant field or administration preferably in academic research institute setup/ Government/Semi Government/ Public or Private Enterprise/Firms with Bachelor’s degree. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Minimum 02 years of post-qualification experience in relevant field or administration preferably in academic research institute setup/ Government/Semi Government/ Public or Private Enterprise/Firms with Master’s degree.

Other Desirable	<ul style="list-style-type: none"> • Fluency in English is essential; • Excellent verbal and written communication skills; • Excellent interpersonal and conflict resolution skills; • Excellent organizational skills and attention to detail. • Strong knowledge of accounting principles and practices. • Proficiency in Tally ERP and other accounting software.
Duties and Responsibilities	<ul style="list-style-type: none"> • Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies; • Screening phone calls and routing callers to the appropriate party; • Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research; • Maintain polite and professional communication via phone, email, and mail; • Anticipate the needs of others in order to ensure their seamless and positive experience; • Maintain various information databases for the purposes of use by senior management; • Photocopies, scans, and files appropriate documents; • Perform any other duties as assigned by the University/School Authorities within India or outside India

Name of the Post	Director (Budgeting & Finance)
Job Summary	<p>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.</p>
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/

	<p>NIPERs/CFTIs/ Higher Educational Institution/Universities.</p> <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

Name of the Post	Assistant Finance Officer
Job Summary	<p>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.</p>
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 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><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 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.
------------------------------------	--

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.
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
Duties and Responsibilities	<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.

	<ul style="list-style-type: none"> • 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.
--	---

Name of the Post	English Stenographer cum Assistant
Academic Qualification	<p>Essential:</p> <ul style="list-style-type: none"> • A candidate having Bachelor's degree with minimum 55% marks from recognized University and speed of 80 w.p.m. in Shorthand (English) and 40/35 wpm in typing on computer in English respectively. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A candidate having Master's degree with minimum 55% marks from recognized University and speed of 80 w.p.m. in Shorthand (English) and 40/35 wpm in typing on computer in English respectively.
Work Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum 05 years of post-qualification experience in the relevant field of administration preferably in academic research institute setup/ Government/Semi-Government/ Public or Private Enterprise/Firms with Bachelor's degree. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Minimum 03 years of post-qualification experience in the relevant field of administration preferably in academic research institute setup / Government / Semi-Government / Public or Private Enterprise/Firms with Master's degree.
Other Desirable	<ul style="list-style-type: none"> • Preference will be given to Post Graduate candidates having knowledge of Computer to work on MS Office and Shorthand/Typing speed in English. • Excellent verbal and written communication skills. • Have certification of Speed of Shorthand.
Duties and Responsibilities	<ul style="list-style-type: none"> • He or she is assigned work under a superior authority and he or she has to note down the speech, and draft the minutes of the meetings which is given by the superior authority; • Stenographers, who are attached to the superior authority or section are asked to assist the superior officers in preparing the speech or talking points and organize several conferences and meetings whenever asked; • Stenographers are aware of the topics more than other people because they are constantly involved in the proceedings of the government; • The work is primarily of routine nature and involves the performance

	<p>of standardized stenographic and clerical tasks;</p> <ul style="list-style-type: none"> • Takes and transcribes the dictation of letters, memoranda, reports and other material; • Types letters, payrolls, bills, stencils, reports, bulletins, applications, specifications, deeds and other material from clear copy or rough draft; • Operates mimeograph, duplicating, adding and other office machines; Sorts, indexes and files mail, bills, requisitions, mortgages, certificates and other records; • Maintain records in accordance with prescribed routines; • To type and take dictation in shorthand and to transcribe it accurately; • To perform such other duties as may be assigned to them from time to time in relation to the functions assigned to the Schools/Centres/ Departments/ Branches. • Perform any other duties as assigned by the University/School Authorities in PAN India and Outside India.
--	---

Name of the Post	Assistant Hostel Warden (Boys & Girls)
Academic Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Bachelor's degree with minimum 55% marks in any discipline from a recognized University.
Work Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Three years (03) of experience as a Hostel Superintendent/Hostel Supervisor/ University or College Hostel administration, preferably at an academic institution/Government/Semi-Government/ private institution.
Other Desirable Qualifications	<ul style="list-style-type: none"> • Fluency in English and Hindi is essential; • Excellent verbal and written communication skills; • Should have adequate knowledge of computers; • Experience of the University /College Hostel/ School Hostel would be an added advantage.

<p>Key roles & Responsibilities</p>	<ul style="list-style-type: none"> • Overall administration of all the hostels and office of the hostel; • Ensure the physical and emotional well-being of students/ childrens residing in the hostel; • Communicate regularly with parents/guardians regarding students/childrens well-being; • To take the steps and measures for overall efficient hostel administrations and welfare; • Maintaining database of students/childrens through hostel office; • Monitor students/childrens health and promptly report illness or injury to medical staff and guardians; • Making the policy for allotment of hostels to students/children; • 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/ childrens; • To supervise the working of the hostel staff; • To solve the day-to-day problems of the students/ childrens; • To deal with the acts of indiscipline of the students/ childrens; • 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/ Raksha Shakti School Campus or any other Campuses if required; • Perform any other duties as assigned by the University/School Authorities in India or Outside India.
---	---

Name of the Post	Library & Information Officer
Academic Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • A candidate having a Bachelor's Degree with minimum 55% marks of Library & Information Science / Bachelors of Library Science or equivalent from any recognized university. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A candidate having a Master's Degree with minimum 55% marks of Library & Information Science / Masters of Library Science or equivalent from any recognized university.
Work Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Minimum 05 year of post-qualification experience in Library field with bachelor's degree. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Minimum 03 year of post-qualification experience in Library field with Master's degree. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Working knowledge of fully automated, RFID, Koha, DSpace based library system.
Other Desirable	<ul style="list-style-type: none"> • Experience in computerized library environment using standard ILMSs like SOUL, Koha etc.; • Knowledge of Digital Library, Institutional Repository, Electronic Database etc.; • Practical Knowledge of D Space, Greenstone and other Open-Source Software used in Libraries; • Effective Communication Skill.
Duties and Responsibilities	<ul style="list-style-type: none"> • To assist in acquisition of Books, eBooks & other Information Sources; • To perform technical processes like Classification, Cataloguing, copy cataloguing, data validation, data migration, back-up, restore; • To provide support to the users in Information searching from databases / open access resources; • To monitor access of various databases subscribed to the University on a regular basis; • To provide reference services to the users; • Installation and/or Maintenance of Library Software / ILMS and other such tools/software of the library; • To monitor the functioning of various servers, computers, printers, scanners, and other devices/equipment in consultation with IT Support team/Service providers; • To perform Circulation Duty (Issue/Return/Membership Service); • To prepare user guides, manuals, and other promotional material on library services;

- | | |
|--|--|
| | <ul style="list-style-type: none">• To support Schools, Department, Centres in terms of library services;• To update information and other content about the library on website/webpages in consultation with the Website maintenance team;• To assist Head of the Library in compiling various reports, statistics, guides, and other contents/information;• Duty may be given on a Holidays /Shift basis as per the need of the library;• Candidate is expected to stay in the Campus or nearby location of the University;• To perform any other responsibility assigned by the University within India and Outside India. |
|--|--|

Name of the Post	Library & Information Assistant
Academic Qualification	<p><u>Essential:</u></p> <p>Bachelor's degree of Library Science with minimum 55% of marks from any recognized University.</p> <p style="text-align: center;">OR</p> <p>Master's degree of Library Science with minimum 55% of marks from any recognized university.</p>
Work Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Minimum 04 years of post-qualification experience as Library Assistant/Library Attendant/Library Clerk in the library of Academic/research/government/semi-government/NGO/Corporate with Bachelor's degree. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Minimum 02 years of post-qualification experience as a library assistant/library attendant/library clerk in the library of an academic/research/government/semi-government/ NGO/corporate institution with Master's degree. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Working knowledge of fully automated, RFID, Koha, DSpace based library system.
Other Desirable	<ul style="list-style-type: none"> • Having complete knowledge of computer application; • Excellent verbal and written communication skills; • Excellent interpersonal and conflict resolution skills; • Excellent organizational skills and attention to detail;
Duties and Responsibilities	<ul style="list-style-type: none"> • Manning the Check Point/ Property Counter; Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media; • Maintain/Update Notice Boards and Circulars/Notices of the Library at desired places; • Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library; • Assisting users in searching location of books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.; • Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip, barcode labels,

	<p>magnetic strips, RFID tags etc.;</p> <ul style="list-style-type: none"> • Maintenance of Library data; • Maintenance of Officer record of the Library services for users with special needs; • Perform any other duties as assigned by the University/School Authorities within India or outside India
--	--

Name of the Post	Sports Training Officer (Athletics, Volleyball, Kabaddi, Kho-Kho, Football, Handball, Wushu, Strength and Conditioning)
Academic Qualification	<p><u>Essential:</u></p> <p>A candidate having a Bachelor's degree with minimum 55% of marks from a recognized University and Coaching Diploma in Track & Field or in relevant field from recognized Indian or Foreign University /Institute.</p> <p style="text-align: center;">OR</p> <p>A candidate having Master's degree with minimum 55% of marks from a recognized University and Coaching Diploma in Track and Field or in relevant field from recognized Indian or Foreign University/Institute.</p>
Work Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Candidate must have a minimum 05 year of post-qualification relevant experience in Central/ State Government/ Semi Government Organisation or Central/ State Universities/ Professional Clubs/ Training institutes/Organizations with Bachelor's degree. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Candidate must have a minimum 03 year of post-qualification relevant experience in Central/ State Government/ Semi Government Organisation or Central/State Universities/Professional Clubs/ Training institutes/Organizations with Master's degree.
Other Desirable	<ul style="list-style-type: none"> • Experience in organizing games & sports, cultural meets at the College and University level; • Working knowledge of Computer (MSOffice); • Able to communicate/connect well with students/staff & faculty members; • Ability to motivate & encourage students, staff & faculty members to actively take part in sports programs; Able to plan sports activities/programs independently. • Good Coaching cum Teaching Skills, good communication skills. • Able to make training plans scientifically on paper as well as then able to execute them. • Knowledge of ground construction of respective sports.

Duties and Responsibilities

- Evaluating performance with the Latest IT-based equipment/instruments and providing suitable feedback, balancing criticism with positivity and motivation to students;
- Assessing strengths and weaknesses in a participant's performance and identifying areas for further development;
- Adapting to the needs and interests of a group or individual participants;
- Communicating instructions and commands using clear, simple language;
- Demonstrate an activity by breaking the task down into a sequence;
- Encouraging participants to gain and develop skills, knowledge, and techniques;
- Acting as a role model, gaining the respect and trust of the people you work with;
- Liaising with other partners in performance management, such as physiotherapists, doctors, and nutritionists;
- Working to a high legal and ethical standard at all times, particularly in relation to issues such as child safeguarding and health and safety requirements;
- Producing personalized training programmes., maintaining records of participant performance and give the relevant training to the students;
- Planning and running programmes of activities for groups and individuals;
- Seeking and applying for sponsorship agreements by marketing and promoting;
- Conduct/Coordinate Training Programmes for State/Central Police Organizations;
- Provide research, training, and extension assistance;
- Assist in meetings/conferences/seminars organized for State/Central Police Organizations;
- Maintain database pertaining to activities undertaken for State/ Central Police Organizations;
- Develop, plan, execute, monitor, and report activities undertaken for State Police Organizations;
- Collaborate with Police Training Academies/Institutions / Schools/ Colleges Review;
- To perform any other responsibility assigned by the University within India and Outside India.

Name of the Post	Technical Assistant (Information Technology)
Academic Qualification	<p><u>Essential:</u></p> <p>Bachelor's degree in relevant field with minimum 55% marks (or an equivalent grade in a point-scale wherever the grade system is followed) in the concerned/relevant/allied Field from an Indian University, or an equivalent degree from an accredited foreign university.</p>
Work Experience	<p><u>Essential:</u></p> <p>Minimum 03 years of experience/research in equivalent cadre or relevant filed in any Government Private or relevant Institute/ Research institute.</p>
Other Desirable	<ul style="list-style-type: none"> • A candidate having Master's degree from recognized University. • Candidates having excellent verbal and written English communication. • Sound knowledge of Audio Visuals/PA system equipment operations, operation of CCTV system and other technical support.
Duties and responsibilities	<ul style="list-style-type: none"> • Maintenance and Support for ICT Equipment, Computer Hardware, Multimedia, Projector, and Sound/AV System in the university campus; • Knowledge of troubleshoot, documented and resolved all technical issues and IT hardware related issues; • ICT support during various Event/Seminar/Workshop at Auditorium/Event Hall in the university; • Computer/Internet user registration process; • Support for Video Conferencing, Scanning & Printing services; • ICT support to visiting/guest users; • Receiving any complain related to PC/Internet / Network related issue in the Offices/Class Room/Hostel and do trouble shooting and complain solving work; • Assisting students and faculty for laptop system settings and operating system and application software, word-processing, scanning, and printing; • Provide help in the administrative assistance work of ICT Section; • Perform any other duties including administrative, coordination, as required to achieve the aims and objectives of the University;

Name of the Post	Training, Internship and Placement Officer (TIPO)
Academic Qualification	<p>Essential:</p> <ul style="list-style-type: none"> • Bachelor’s Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in any discipline from a recognized university in India, or an equivalent degree from an accredited foreign university. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Master’s Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in any discipline from a recognized university in India, or an equivalent degree from an accredited foreign university.
Work Experience	<p>Essential:</p> <p>Candidate must have a minimum 02 year of post-qualification relevant experience in Central/ State Government/ Semi Government Organisation or Central/ State Universities/Professional Clubs/ Training institutes/Organizations with Bachelor’s degree.</p> <p style="text-align: center;">OR</p> <p>Candidate must have a minimum 01 year of post-qualification relevant experience in Central/ State Government/ Semi Government Organisation or Central/ State Universities/ Professional Clubs/ Training institutes/Organizations with Master’s degree.</p>
Other Desirable	<ul style="list-style-type: none"> • MBA-HR from a reputed Institution will be preferred. • Preference will be given to candidates proficient in liaisons with various industries for internships & placements. • Excellent knowledge of computer systems, i.e., MS Office & Google tools. • Must be excellent in written and oral communications in English and can draft emails independently. • Experience in organizing training Programs (end-to-end process). • Experience with the placement cell of any Academic Institute / Placement Consultancy / HR department of corporate may add advantage.
Duties and Responsibilities	<ul style="list-style-type: none"> • Guide & motivate students in their preparation to obtain internship and employment. • Maintain up-to-date records of internship and placement of each student. • Network & collaborate with industry specialists for training, internship and placement opportunities. • To work in consultation with Senior Manager (Internships & Placements) for Industry – Institute interaction for organizing lectures from the professionals and industry. • Maintain confidentiality pertaining to all university information and comply with data protection legislation.

	<ul style="list-style-type: none"> • Perform any other additional tasks assigned by authorities as and when required.
--	--

Name of the Post	Graphic Designer
Academic Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Bachelor's Degree with a minimum 55% of marks in any discipline from a recognized University or any equivalent qualification recognized as such by the Government and Certification in Graphic Design/Product Design/Applied Arts/Multimedia Arts and other relevant subjects. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Master's Degree with a minimum 55% of marks in any discipline from a recognized University or any equivalent qualification recognized as such by the Government and Certification in Graphic Design/Product Design/Applied Arts/Multimedia Arts and other relevant subjects.
Work Experience	<p><u>Essential:</u></p> <p>Candidate must have a minimum 05 year of post-qualification relevant experience in graphic designing or industrial designing or equivalent experience with Bachelor's degree.</p> <p style="text-align: center;">OR</p> <p>Candidate must have a minimum 03 year of post-qualification relevant experience in graphic designing or industrial designing or equivalent experience with Master's degree.</p>
Other Desirable	<ul style="list-style-type: none"> • Expert level skills in most programs within the Adobe Creative Suite, particularly Photoshop, InDesign, and Illustrator, etc. • 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. • Excellent verbal and written communication skills. • 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.
Duties and Responsibilities	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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. • To perform any other responsibility assigned by the University within India and Outside India.
--	--

Name of the Post	Field and Training Officer
Academic Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • A candidate having minimum 55% marks in Bachelor degree in relevant domain <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A candidate having maximum 55% marks in Master degree in relevant domain.
Work Experience	<p><u>Essential:</u></p> <p>Candidate must have a minimum 05 year of post-qualification relevant experience with Bachelor's degree.</p> <p style="text-align: center;">OR</p> <p>Candidate must have a minimum 02 year of post-qualification relevant experience in with Master's degree.</p>
Other Desirable	<ul style="list-style-type: none"> • Excellent knowledge of computer systems, i.e., MS office & Google tools

	<ul style="list-style-type: none"> • Must be excellent in written and oral communications and can draft emails independently. • Physically fit and will be able to travel to distant places in all modes of transport. • Experience in organizing training/field visits & liaising. • Any individual with exceptional/ outstanding / unique talent and experience, having no UG/PG education but serving the union/state government, may also apply. • Commitment and aptitude to contribute to the overall educational ecosystem of the RRU Schools. • Only those who are able and ready to work long / odd hours and embrace issues and challenges of the new ecosystem may apply. • Retired Personnel of SPOs, CAPFs and Armed Forces are encouraged to apply.
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Provide research, training, and extension assistance to staff, students and to support the University • To support and coordinate with the various centers of the Schools & the University • Coordinate the activities of field visit and help to build up the relevant case studies • To take sessions as per the domain expertise for students as well as trainers • Maintain confidentiality pertaining to all university information and comply with data protection legislation. • The main aim is to impart knowledge and training on each of the state policing matters, issues, and challenges with overall national understanding to create and maintain well trained police personnel at all levels for state and national level excellence in policing • Arrange training & capacity building programs for soft skills and personality development for the students. • Ability to work and keep calm under pressure. • Comply with university policies, procedures, and health safety regulations. • Perform any other duties as assigned by the University/ School Authorities in India and outside.

Name of the Post	Hospitality Manager
Academic Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Master's degree in Hospitality Management, Hotel Administration, Business Administration or relevant field.
Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • At least 03-05 years of experience in Hospitality Management or a similar role, preferably in a university or campus setting.
Key Responsibilities	<ul style="list-style-type: none"> • Monitor the overall condition of facilities and propose improvements or refurbishments as necessary. • Daily track of maintenance and cleaning recordkeeping should be done. • Participate in routine maintenance. • Manage procurement and supplier relationships for hospitality-related goods and services. • Work with catering teams to organize and manage food services for university events, conferences, and special functions. • Plan and coordinate hospitality services for on-campus events, including academic conferences, workshops, orientations and other events. • Supervise logistics, guest services, and event catering. • Conduct regular safety inspections of housing, dining areas, and event spaces to maintain a safe environment for students, staff, and guests. • Prepare reports for university leadership on the performance of hospitality services, including student satisfaction, occupancy rates, and financial performance. • Perform any other duties as assigned by the University/School Authorities within India or outside India.
Skills and Competencies	<ul style="list-style-type: none"> • Strong leadership and team management skills. • Excellent communication abilities. • Financial acumen, including budget management and revenue optimization. • Knowledge of health and safety regulations, particularly in residential and dining settings. • Ability to manage multiple projects and deadlines in a dynamic, academic environment.

Key Attributes

- This role may involve working outside regular business hours, including evenings and weekends, particularly during the academic year and special events.
- The position requires flexibility and the ability to respond to campus needs promptly.

How to apply

- Applications are **invited on a rolling basis** and will be reviewed periodically until the positions are filled.
- Interested and eligible candidates should **submit** all documents as a **single scanned PDF file**. This should incorporate the **duly filled application form** ([Download here](#)) (*also available at rru.ac.in/career*), curriculum vitae (CV), scanned copies of all **marksheets** and **degree certificates, experience certificates, and any other relevant testimonials** (such as proof of age, category certificate, and medical fitness if applicable). The file should be named as ***“[Your Full Name]_Post Applied For_Application.pdf”***.
- **Upload the single scanned PDF file along with other details** to the link provided here: - ([Google Form Link](#))
- Ensure the PDF is clear, legible, and does not exceed [10 MB] in size. Multiple files or incomplete submissions will not be considered."
- Candidate having behavioral competencies such as- Effective communication, Classroom management, Student-centric approach, collaboration, Adaptability and initiative, Integrity and accountability, Time management, are highly appreciated. Also, Relevant IT skills are mandatorily required as per norms.
- ***Note 1: We have a rolling advertisement, so you may send in your application whenever you feel you are ready to lead at the above-mentioned positions.***
- ***Note 2: Selected candidates may be appointed on a third-party payroll.***

General Instruction

1. 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.
2. 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.
3. 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.
4. 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.
5. Candidates applying for more than one post must submit separate applications.
6. The crucial date for determining qualification/ experience shall be as and when decided by the competent authority.
7. 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.
8. 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 modify the recruitment process as and when required;
 - vi. to appoint the selected candidate on third party payroll;
 - vii. to increase/decrease the number of posts at the time of selection;
 - viii. to draw up reserve panel/waiting list(s), which will be valid for the time limit as decided by competent authority from the date of approval 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. The applicant must ensure, before filling out the application form that there are no pending disciplinary or internal proceedings with their current employer.
39. Incomplete applications shall be summarily rejected. No fresh inputs will be considered after the submission of applications at any later stage.
40. 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.
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