



# RASHTRIYA RAKSHA UNIVERSITY

(An Institution of National Importance)

Pioneering National Security and Police University of India

## School of International Cooperation, Security and Strategic Languages (SICSSL)

| Sr. No. | Name of the Post                         | Nature of Position | Monthly Fixed Remuneration |
|---------|--|--------------------|----------------------------|
| 01      | Administrative Assistant cum coordinator | Contractual        | INR 20,000<br>INR 25,000   |

### Eligibility Criteria for the Contractual Position

#### Administrative Assistant cum coordinator

#### Educational Qualification & Experience

- Master's Degree in any discipline with minimum two years of experience in administrative/ academic/ research or Bachelor's Degree in any discipline with minimum five years of experience in administrative/ academic/ research.

#### Other desirable Qualification:

- Demonstrated knowledge of modern electronic record storage and delivery systems
- Positive attitude and ability to plan and adapt to change
- Ability to collaborate effectively with various departments cross-functional teams' faculty, and students from the different state.
- Ability to work with government and academic departments and offices;
- Excellent knowledge of computer system with ability of English typing.
- Ability to innovate and to improve programmes or services and to pursue new ideas and methods
- Excellent communication skills
- Fluency in English language

#### Important Dates

18/01/2022 – Last date of application

19/01/2022 – Date of Interview

**Note: Preference may be given to female candidate subject to performance in the Interview.**



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### How to Apply: -

1. Send your duly filled candidate form along with your updated resume to [sicssl@rru.ac.in](mailto:sicssl@rru.ac.in).
2. Please use the subject line AACO/JAN/22 or else your application will not be considered
3. Having fulfilled of the above-mentioned qualification and experience doesn't entitle a candidate to be called for interview.
4. Only shortlisted candidates will be called for interview. Shortlisted candidates will be sent an email.
5. Application incomplete in any respect will not be entertained.
6. The School of International Cooperation Security and Startegic Languages reserves the right to consider and to fill or not to fill position in any of the above/and or any other specialisation.
7. All qualification must be from UGC recognised University/Deemed University or AICTE approved autonomous Institutions (Whether applicable) or from a reputed institute/University abroad.



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### General Instructions

1. The prescribed qualifications and/or experience shall be the minimum, and the mere fact that a candidate possesses the same shall not entitle him/her for interview. The Rashtriya Raksha University shall have the right to restrict the number of candidates to be interviewed to a reasonable level based on better or higher qualifications and experience than the minimum prescribed.
2. The contractual appointment shall end on the stipulated date of expiry of contract in appointment letter. Selected candidates shall have no right to renewal, extension of conversion into permanent employment.
3. The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification, experience, remuneration and requirements.
4. Canvassing or influencing in any form on behalf of any candidate will disqualify such candidate. Rashtriya Raksha University reserves the right to take appropriate action against such candidate.
5. All the candidates are expected to download Brief Profile Form from University website, duly fill and bring along with them the "Brief Profile Form" for the interview. The Form should be neatly and legibly filled or typed preferably in at least 12 Garamond font size.
6. Read carefully qualification & experience for the requirements of the relevant discipline and apply only if you have requisite qualifications and experience.
7. The Rashtriya Raksha University shall have the right to:
  - a. relax any of the qualifications/experience at its discretion;
  - b. draw/ reserve panel(s) against the possible vacancies in the near future;
8. Experience and qualification will be reckoned as on the date of interview.
9. No TA / DA shall be paid to the candidates for attending the interview.
10. In case of any inadvertent mistake in the process of selection, which may come to notice at any stage even after the issue of appointment letter, the Rashtriya Raksha University reserves the right to modify / withdraw / cancel any communication or offer, made to the candidates at any stage.
11. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Rashtriya Raksha University shall be final and binding.
12. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
13. Candidate has to stay at Rashtriya Raksha University, Lavad Campus, if required.
14. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya



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Raksha University.

15. Reporting time for Walk in Interview is mentioned in the aforementioned table. No candidate shall be considered after given reporting time.
16. The candidates are required to bring three copies of their resume with photograph, affixed on all copies, original and one set of photocopy of their Academic certificates, Experience certificate and other documents.
17. Qualified female, reserved category, minority candidates are strongly encouraged.
18. COVID-19 Guidelines to be followed during the walk-in-interview. A candidate has to submit the Corona self-declaration form to security.
19. Candidate has to download the brief profile of the candidate for teaching staff for Online & Walk-In-Interview from the RRU website. Filled the form for the same and produce at the time of document verification with all necessary documents with true copy.
20. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
21. If you have any query/questions/information, please write only on sicssl@rru.ac.in
22. The University retains the clarification to offset the experience with education qualification and VICE-VERSA



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### COVID-19 Guidelines to be followed during the Walk-In-Interview.

1. Candidates will not be allowed for **Walk-In-Interview**, if he/she has any COVID like symptoms. He/ she have to submit the attached declaration from before entering in the premises.
2. Face-mask is compulsory & installed Arogya setu APP in his/her mobile throughout the process of **Walk-In-Interview**
3. Any Luggage will not be allowed within the premises during **Walk-In-Interview**. It should be keep outside the premises.
4. Accompanying person(s) will not be allowed within the premises during the entire **Walk-In-Interview**.
5. All the Candidates must have to follow the guidelines of GoG & GoI for social distancing & other pertaining to COVID-19, which is published from time to time by Government.

### CORONA VIRUS SELF DECLARATION FORM

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For the health and safety of our community, declaration of illness is required. Be sure that the information you'll give is accurate and complete. Please get immediate medical attention if you have any of the COVID-19 signs.

1. Name:
2. Mobile number:
3. Appear in the walk-in interview for which position:
4. Date & Time of Walk-In Interview:
5. Have You Travelled abroad in 2021? Yes \_\_\_\_\_ No \_\_\_\_\_.  
(If Yes, then answer question 5 and 6.)
6. Name of Area Visited:
7. Dates of Travel:
8. Have you been in contact with people being infected, suspected or diagnosed with COVID-19? Yes \_\_\_\_\_ No \_\_\_\_\_. If answer is Yes, then answer question 8
9. Your relationship with the people and your last contact date with them.
10. Please state whether you've experienced / are experiencing the following symptoms

| Sr. No | Symptoms                     | Yes | No |
|--------|------------------------------|-----|----|
| a.     | Fever                        |     |    |
| b.     | Cough                        |     |    |
| c.     | Shortness of Breath          |     |    |
| d.     | Persistent Pain in the Chest |     |    |

I undersigned, herewith declare that all information given above are true to best of my knowledge and I currently do not live in containment zone as per notified by Government.

Date:

Name & Signature of Candidate: