



**RASHTRIYA RAKSHA UNIVERSITY**  
**(An Institution of National Importance)**  
**Pioneering National Security and Police University of India**

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**Expressions of Interest are invited from qualified candidates for the  
contractual post of Internal Auditor**

**and**

**Training Impact Assessment Officer for Rashtriya Raksha University.**

**About Rashtriya Raksha University:**

Rashtriya Raksha University, an Institution of National Importance of India, Pioneering National Security and Police University of India, Ministry of Home Affairs, Government of India, is established by the Parliament of India, Act No. 31 of 2020.

The University aims to become an academic-research-training ecosystem for national security and police. Its endeavours focus on highly professional national security, police education, research, and training through its qualified civilian and security faculty, committed human resources, motivated participants and students, intellectually stimulating and professional disciplined environment, and 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.

| Sr. No. | Name of the Post                   | Nature of Position       | Monthly Fixed Remuneration in INR to be offered |
|---------|------------------------------------|--------------------------|---|
| 01      | Internal Auditor                   | Contractual for 364 days | INR 60,000/-                                    |
| 02      | Training Impact Assessment Officer | Contractual for 364 days | INR 44,000/-                                    |

## 01: Internal Auditor

### Objective:

The Internal Auditor has to audit the records of any section/branch as directed by competent authority of the university. The Internal Auditor has to audit and provide a report on the same as per the rules of Central Government. The Internal Auditors' main task is to act as an assurance on compliance audits and operational audits.

### Essentials Qualifications

- A candidate should have minimum 6 to 8 years of experience in Accounting and Auditing after obtaining Masters degree(M.com)/CA/ICWA, should have adequate knowledge of Accounting and related Software.
- Preference would be given to persons having worked in an Organized Accounts or related Service in Central/State Government/University/ INI's.

### Other Desirable:

- The incubate should be well versed and should have wide experience in auditing, accounting, human resources matters like pay fixation, pension rules, etc. and in administrative matters also.
- A highly organised and detail-oriented person.
- Possessing excellent communication and interpersonal skills.

### Key Responsibilities:

#### **TRANSACTION AUDIT AREAS**

- Scrutiny of Cash and Bank Book.
- Scrutiny of General Ledger and Subsidiary Ledger.
- Verification of Bank Reconciling Statements.
- Physical verification of cash in hand and cheques in hand.
- Verification of TDS transaction.
- Verification of investment, Scrutiny of advances to suppliers, contractors, employees.
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- Checking of Bills of Contractors and Payment Vouchers.

- Scrutiny of recovery of PF, NPS, Income Tax, P. Tax, etc. from Salary Bill and payment to respective authority.
- Scrutiny of calculation and deduction of Income Tax from the Salary of the employees.
- Verification of Bill, Payment of Vouchers (Both Cash & Bank), Journal Vouchers and all Records maintained by Accounts Department.
- Checking of Payment vouchers with reference to Cheque Register (in case of payment by Cheque/Bank Dra etc.) and with reference to File/Register (in case of payment through RTGS/NEFT/Bank Transfer).
- Fees reconciliation for fees collected from the students of all courses conducted by RRU from time to time.

## **FINALISATION**

- Certification of half-yearly and Annual Final Accounts before submission to the Board.
- Audit of Half Yearly Accounts.
- Audit of Annual Accounts.

## **THRUST AREA AUDIT – To be covered over the year**

- Academic Programme.
- Purchase &, Stores and Transport.
- Tender Process including selection of vendors.
- Capital Expenditure.

## **AUDIT REPORT/CERTIFICATE**

- Submission of Half Yearly Internal Audit Report, Audit/Review Report on Half Yearly of Accounts, Audit/Review Report on Yearly of Accounts.

## **TAXATION MATTERS**

- All direct tax matters relating to the filing of returns for each Assessment Year within the due date, TDS exemption certificate, Refunds and all other mandatory activities.
- All indirect tax matters relating to Goods and Service Tax (GST) as per the applicability and all other indirect tax compliances.

## 02. Training Impact Assessment Officer

### Educational Qualification & Experience:

#### **Essential**

- Master's degree in relevant field.
- Minimum 1 year of post-qualification experience in Training project / program scheme implementation.

#### **Preferred**

- Experience in conducting training Program audit and/or impact assessment studies.
- Experience of working with State or Central Government / bilateral / multilateral organizations on Impact assessment and quality assurance programs.

### Roles & Responsibilities:

#### **Quality Assurance**

- Carry out social cost & benefit analysis for assigned training programs and schemes.
- Coordinate with different security organizations to obtain relevant data points and assurance.
- Assess progress and impact of Training programs and initiatives.
- Collate, analyse and present quality assurance findings of Training programs.
- Identify and engage agencies / resources for community outreach & data collection.
- Collaborate with Various Schools/Section of University for assessment related Information.

#### **Continuous Improvement**

Identify opportunities for continuous improvement of Training program, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement.

#### **Knowledge and Other Skills**

- Strong stakeholder management and interpersonal skills.
- Excellent knowledge of quality assurance and Impact assessment processes and procedures.
- Ability to clearly, concisely and accurately report on training project / program progress and outcomes to relevant stakeholders.
- Ability to communicate and engage with the community and gain feedback in an effective manner.

➤ **Application documents to be shared:**

- Interested candidates should send their resume, relevant documents/certificates (academic and employment), and a motivation letter of one page to **career@rru.ac.in** by **October 25th, 2022, 1700 hrs.**
- The short-listed candidates will be called for an online or offline interview after a due screening of the applications in the 1st or 2nd week of November 2022.
- **For any query or clarification, please feel free to contact [hr.manager@rru.ac.in](mailto:hr.manager@rru.ac.in)**

**Note:** The short-listed candidates will be called for interviews (online or offline as per prevailing Covid-19 situation) after a due screening of the applications through email only. RRU will not respond to the individual queries regarding the status of the application. If the case is recommended for further processing or further clarification is required during the review process, the University will get in touch with the candidate.

## **General Instructions**

1. The prescribed qualifications and/or experience shall be the minimum, and the mere fact that a candidate possesses the same shall not entitle him/her for interview. Rashtriya Raksha University shall have the right to restrict the number of candidates to be interviewed to a reasonable level based on better or higher qualifications and experience than the minimum prescribed.
2. The contractual appointment shall end on the stipulated date of expiry of contract in appointment letter. Selected candidates shall have no right to renewal, extension of conversion into permanent or any other employment.
3. The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification, experience, remuneration and requirements, with due consideration to the objective and purpose of the University with an aim to promote and strive for excellent academic, research, training and extension eco-system in the field of security and police.
4. Canvassing or influencing in any form on behalf of any candidate will disqualify such candidate. Rashtriya Raksha University reserves the right to take appropriate action against such candidate.
5. All the candidates are expected to download Brief Profile Form from University website, duly fill and bring along with them the “Brief Profile Form” for the interview. The Form should be neatly and legibly filled or typed preferably in at least 12 Garamond font size and also need to send the motivation letter of one 1 page
6. Filled the form for the same and produce at the time of document verification with all necessary documents with true copy.
7. Read carefully qualification & experience for the requirements of the relevant discipline and apply only if you have requisite qualifications and experience.
8. The Rashtriya Raksha University shall have the right to:
  - a. relax any of the qualifications/experience at its discretion;
  - b. draw/ reserve panel(s) against the possible vacancies in the near future;
9. Experience and qualification will be reckoned as on the date of interview.
10. No TA / DA shall be paid to the candidates for attending the interview (if offline)
11. In case of any inadvertent mistake in the process of selection, which may come to notice at any stage even after the issue of appointment letter, the Rashtriya Raksha University reserves the right to modify / withdraw / cancel any communication or offer, made to the candidates at any stage.

12. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Rashtriya Raksha University shall be final and binding.
13. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
14. Candidate has to stay at Rashtriya Raksha University, Lavad Campus, if required.
15. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya Raksha University.
16. The candidates are required to bring three copies of their resume with photograph, affixed on all copies, original and one set of photocopy of their Academic certificates, Experience certificate and other documents.
17. Qualified female, reserved category, minority candidates are strongly encouraged.
18. COVID-19 Guidelines to be followed during the walk-in-interview. Candidate has to submit the Corona self-declaration form to security before entering in to the premises of the University as per Annexure-III.
19. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
20. Rashtriya Raksha University reserves the right to cancel the recruitment at any stage without giving a reason.
21. If you have any query/questions/information, please write only on  
**hr.manager@rru.ac.in**
22. The University retains the right to offset the experience with education qualification and vice-versa.

**COVID-19 Guidelines to be followed during the Interview.**

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



**CORONA VIRUS SELF DECLARATION FORM**

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

1. Name:
2. Mobile number:
3. Appear in the in interview for which position:
4. Date & Time of 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: