



RASHTRIYA RAKSHA UNIVERSITY

An Institution of National Importance
(Pioneering National Security and Police University of India)
Lavad Ta- Dahegam, Dist.-Gandhinagar, Gujarat, India
website: www.rru.ac.in

School of Forensics, Risk Management & National Security

Recruitment for Non-Teaching Post: RRU/SFRMNS/2022-23/04

Recruitment for the following Non-Teaching Posts Contractual basis at School of Forensics, Risk Management & National Security, Rashtriya Raksha University.

Sr. No.	Name of the Post	Nature of Position	Monthly Fixed Remuneration
01	Principal Investigator (Projects)	Contractual for 364 days	Rs. 87,000/-
02	Jr. Research cum Administrative Assistant	Contractual for 364 days	Rs. 30,000/-

Director, SFRMNS

Eligibility Criteria for the Non-Teaching Post

Sr. No. 01) Principal Investigator (Project)

Educational Qualification & Experience

- Good academic record with a Ph.D. Degree in Forensics and/concerned/allied/relevant disciplines with evidence of working/ specialization in Digital Forensics/ Forensic Accounting and Investigations.
- Minimum 03 years of experience after master's degree in M.Tech / MBA/MSc (Forensic Science) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with relevant experience in Financial Investigations / Forensic Accounting / Security Market / Audits / Accounting Examinations or Analysis.
- The Person should be able to understand and investigate Financial Frauds and should be able to work for the development of Applications and Softwares.

Other Desirable Qualification:

- Should have working experience with law enforcement agencies or Institutions.
- Skilled in the use of standard IT packages, systems and/or databases.
- Ability to prepare reports / papers on various assignment and can meet the time lines.
- Excellent research skills.
- Should have excellent aptitude of teaching, training, research, and consultancy and out of box thinking.
- Should be able to carry out field work.

Key Responsibilities

- To work as Principal Investigator in the project.
- Research, Training, Consultancy and Extension Activities
- Organization of training activities like Seminars, Workshop, Symposium etc.
- Any other duties as assigned by the seniors in the University.

Eligibility Criteria for the Non-Teaching Post

Sr. No. 02) Jr. Research - cum - Administrative Assistant

Educational Qualification & Experience

- M. Tech / MBA/MSc (Forensic Science) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with relevant experience in Financial Investigations / Forensic Accounting / Security Market / Audits / Accounting Examinations or Analysis.
- Certificate in Computer Application by recognized Institute.
- The Person should be able to understand and investigate Financial Frauds.

Other Desirable Qualification:

- Excellent knowledge of working in Ms-Office with the ability of English typing.
- Should have working experience with law enforcement agencies or Institutions.
- Skilled in the use of standard IT packages, systems and/or databases.
- Ability to prepare reports / papers on various assignment and can meet the time lines.
- Excellent research skills.
- Should have excellent aptitude of training, research, and consultancy and out of box thinking.
- Should be able to carry out field work.

Key Responsibilities

- To work as Research cum Administrative Assistant in the Project.
- Research, Training, Consultancy and Extension Activities
- Organization of training activities like Seminars, Workshop, Symposium etc.
- Any other duties as assigned by the seniors in the University.

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 Experience, age and qualification will be reckoned as on the last date of the application i.e. 14/11/2022.
3. 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. The contract period may be renewable as per the needs of the University, performance and the availability of funding.
4. 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.
5. 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.
6. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. The University shall not be responsible for any postal delay at any stage and will not consider an application received after the last date to the University.
7. 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.
8. Applications in hardcopy will be accepted along with all self-attested testimonials, certificates / educational qualifications and all supporting documents and which must reach to **“The Director, School of Forensics, Risk Management & National Security, Rashtriya Raksha University Address: At. Lavad, Ta. Dehgam, Gandhinagar PO -382305; on or before 14/11/2022, 04:30 P.M. through R.P.AD/Speed Post/Courier or in person or via email on ao.sfrmns@rru.ac.in**

9. The short-listed candidates will be called for interviews (online/offline as per prevailing Covid-19 situation) after a due screening of the applications through email only.
10. Read carefully qualification & experience for the requirements of the relevant discipline and apply only if you have requisite qualifications and experience.
11. 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;
12. No TA / DA shall be paid to the candidates for attending the interview.
13. 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.
14. 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.
15. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
16. Candidate has to stay at Rashtriya Raksha University, Lavad Campus, if required.
17. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya Raksha University.
18. Reporting time for the Interview is mentioned in the aforementioned table. No candidate shall be considered after given reporting time.
19. 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.
20. Qualified female, reserved category, minority candidates are strongly encouraged.
21. COVID-19 Guidelines to be followed during the interview as per Annexure-II. Candidate has to submit the Corona self-declaration form to security before entering in to the premises of the University as per Annexure-III.
22. Candidate has to download the brief profile of the candidate for teaching staff for the 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.
23. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
24. If you have any query/questions/information, please write only on director.sfrmns@rru.ac.in
25. The University retains the clarification to offset the experience with education qualification and VICE-VERSA

Schedule of Interview**School of Forensics, Risk Management & National Security****Rashtriya Raksha University**

Sr. No.	Name of Post	Last date for Application	Date of Interview
01	Principal Investigator Project	14/11/2022	16/11/2022
02	Research cum Administrative Assistant	14/11/2022	16/11/2022

COVID-19 Guidelines to be followed during the walk-in-interview.

1. Candidate 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

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 past three months ? 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: