



RASHTRIYA RAKSHA UNIVERSITY

(An Institution of National Importance)

Pioneering National Security and Police University of India

Expressions of interest are invited from qualified candidates for the contractual post of Assistant Finance Officer and Deputy Librarian at 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	Assistant Finance Officer	Contractual for 364 days	87,000/-to 95,000/-
02	Deputy Librarian	Contractual for 364 days	1,30,000/-to 1,40,000/-

01: Assistant Finance Officer:

➤ **Educational Qualification & Experience:**

- Candidate must have ACA/AICWA or MBA(Finance)/M.Com with Minimum 55% marks with good academic record obtained from any of the universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be deemed as a University under section-3 of the University Grants commission Act, 1956.
- Have minimum 3 years of experience involving sound knowledge of Central Government Rules relating to Accounts/Audit, Service Conditions, Treasury, Finance, and Procurement.

OR

- A candidate have minimum 3 years' experience in Accounting and Auditing firm after obtaining CA/ICWA, should have adequate knowledge of English, Hindi, Accounting Software. Preference would be given to persons having worked in an Organized Accounts or related Service in Central/State Government/University/ INI's

➤ **Duties and responsibilities of the post**

- Exercise general supervision over the funds of the University and shall advise it as regard its financial policy;
- Be responsible for the proper maintenance of the accounts of the University; and;
- Perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by these Statutes or the Ordinances; Provided that the Finance Officer shall not incur any expenditure;
- Subject to the control of the Executive council, the Finance Officer shall-
- 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 moneys are expended on the purposes for which they are granted or allotted;

- 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;
- Call for from any office or department or college or institution under the University any information or returns that he may consider necessary to discharge his financial responsibilities;
- The receipt of the Finance Officer or of the person or persons duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for the same.

02: Deputy Librarian:

➤ Essential and Minimum Qualification of the post:

- Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.
- ii) Eight years' experience as an Assistant University Librarian/College Librarian.
- iii) Evidence of innovative library services including integration of ICT in library.
- iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.

➤ Duties and responsibilities of the post:

- To generally assist the Library staff in planning of academic and professional work in the Library;
- To contribute to the educational functions of the University by providing bibliographic guidance in the area of specialisation;
- To plan book-acquisition programme in the area of specialization;
- To work out exchange and gift arrangements with institutions in India and abroad;
- To develop documentation programme in the concerned areas;
- To contribute toward professional inquiry and research through publications, attending seminars and conference;
- To develop programmes of library management for improving efficiency of the library;
- Any other duties assigned from time to time.

➤ **Application documents to be shared:**

- Interested candidates can send their resume, relevant documents, and motivation letter of 1 page with the application form till **10th December 2022, 1700 hrs on career@rru.ac.in**
- The short-listed candidates will be called for online/offline interview after a due screening of the applications.
- RRU pro-actively pursues the empowerment of qualified female candidates in the overall setup of the University.
- **For any query or clarification, please feel free to contact ar.hr@rru.ac.in**

Note: 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. 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. Serving Officers from Police, CAPF, Think Tank, Research and Teaching Institutions, Public Institutions of Central Government, State Government, Autonomous Institutions or Institution of National Importance having relevant experience are highly encouraged to apply and may be considered on deputation, lien or as per the recommendations of selection committee.
 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;
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- 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 ar.hr@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: