



RASHTRIYA RAKSHA UNIVERSITY

An Institution of National Importance

Pioneering National Security and Police University of India

School of Applied Sciences, Engineering and Technology

EOI for the Contractual Post of Training Officer/Instructor.

**at the School of Applied Sciences, Engineering and
Technology (SASET)**

□ **Post: Training Officer/Instructor**

About School of Applied Sciences, Engineering & Technology - SASET:

- The School of Applied Sciences, Engineering and Technology (SASET) offers academic, research, training, and extension programmes that equip the students with industry-relevant skills and knowledge, in line with Industry 4.0 objectives and prepare for the needs of Industry 5.0.
- Considering the dynamic nature of such programmes, the faculty of SASET would comprise of not only highly qualified academicians but also practitioners, industry experts, and entrepreneurs. The curricula and pedagogy would be oriented as per the prevalent and foreseeable demands of the industry and job-market.
- The National Educational Policy, 2020 (NEP) envisages the integration of vocational education programmes into mainstream higher educational institutions either on their own or in partnership with industry and NGOs. At SASET, a diverse teaching curriculum is being created from Vocational Training for Rural/Semi-Urban youth to short-term Continuing Education courses for upgrading skills/knowledge of graduate students, working professionals as well as retiring industry personnel.
- SASET will also identify and optimise the potential of innovative minds in the country for meeting national security objectives. In alignment with NEP, SASET's vision and mission envisages the creation of resources and infrastructure in partnership with industries to foster robust innovation for commercialization and build a self-sustained ecosystem.



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Eligibility Criteria for the Contractual Position OF Training Officer (TO)/Instructor for Corporate and Private Security Studies Center

□ Educational Qualification & Experience

- Candidate having Bachelor's Degree in any discipline with minimum of 15-20 Years' experience in field of Corporate and Private Security are invited for Online / Walk-In-Interview for the position of Training Officer (TO)/Instructor for Corporate and Private Security Studies Center.

□ Highly Desirable Qualifications

- Ability to meet the timelines.
- Good knowledge of Corporate and Private Security Industry including risk analysis, crime prevention, industrial security threats, physical security, personnel security, security audits, PSARA, etc.
- Certified trainers for skilling of security personnel and youths as per the requirements of PSARA/MEPSC/NSDC/NSDE, etc.
- Effective Communication skills in verbal and written formats.
- Capacity of providing Academic and Training inputs for University's activities with Corporate and Private Security Industries.
- Candidate from Ex-serviceman/CAPF/Corporate/Private Security experience will be preferred.
- Fluency in English and Hindi Language.



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Other Desirable Qualifications:

- Professional experience from reputed organization.
- Ability to work alone and as part of a Team.
- Proficiency in Microsoft Office programs and an interest in continued knowledge of technology as it evolves.
- Ability to work a flexible schedule (24 x 7) as a coordinator with Stakeholders.
- Ability to openness to learning new ways of performing the given task.

Key Responsibilities:

- Conduct/Coordinate Training Programmes for corporate and Private Security Industries.
- Provide Training and extension assistance.
- Communicate and Collaborate with Corporate and Private Security Industries.
- Assist Center Head in meetings/conferences/seminars organized for Corporate and Private Security Industries.
- Maintain database pertaining to activities undertaken for Corporate and Private Security Industries.
- Develop, plan, execute, monitor and report activities undertaken Corporate and Private Security Industries.
- Assist in designing training modules on Corporate and Private Security Industries.



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- Application documents to be shared:**
 - Interested candidates can send their resume, relevant document with the application form on or before **February 19, 2023, up to 23:59 hrs.**, to **ao.saset@rru.ac.in**, **subject to mention Training Officer/Instructor.**
 - The short-listed candidates will be called for online/offline interview after a due screening of the applications.
 - For any query or clarification, please feel free to contact **ao.saset@rru.ac.in**
 - Remuneration to be offered:** INR 40,000-45,000 / - fixed
 - Duration of Contract:** 364 days.
 - RRU pro-actively pursues empowerment of qualified female candidates in the overall setup of the University.**

***Note:** The School 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.*



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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. 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 or 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 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.



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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 tonotice at
12. any stage even after the issue of appointment letter, the Rashtriya Raksha University reserves the right to modify / withdraw / cancel any communication oroffer, made to the candidates at any stage
13. In case of any dispute / ambiguity that may occur in the process of selection, thedecision of the Rashtriya Raksha University shall be final and binding.
14. No correspondence will be entertained from candidates regarding postal delays,conduct and result of interview and reasons for not being called for interview.
15. Candidate has to stay at Rashtriya Raksha University, Lavad Campus, if required.
16. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya Raksha University.
17. 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.
18. Qualified female, reserved category, minority candidates are strongly encouraged.
19. 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.
20. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhingar – 382305, Gujarat, India.
21. Rashtriya Raksha University reserves the right to cancel the recruitment at any stage without giving a reason.
22. If you have any query/questions/information, please write only on hr.manager@rru.in
23. The University retains the right to offset the experience with educationqualification and vice-versa.



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Annexure-II

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.



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Annexure-III

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 interview for which position:
4. Date and 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: