



RASHTRIYA RAKSHA UNIVERSITY

An Institution of National Importance

Pioneering National Security and Police University of India

Lavad - Dehgam - 382305 Gandhinagar, Gujarat, INDIA

EOI Notification: 07/2024

**Expressions of Interest are invited from qualified candidates for
Intern of Public Outreach**

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 organization.

Position: Intern for Public Outreach

Role Description:

- This position is for six months and could be renewed as per the performance of the candidate. Following are the Job Responsibilities, Requirements & the Benefits of the position-

Educational Qualification Requirements:

- Bachelor's degree in Marketing / Journalism or Public Relations or related field or Bachelor's degree in any discipline having at least one-year experience in journalism, public relations, digital communication or related field.

Roles and Responsibilities:

- Monitor all forms of media
- Schedule and coordinate speaking engagements, appearances, photo shoots, and other special events
- Write press releases and other materials
- Screen phone calls
- Assist with mailings and print production
- Create interview preparation materials
- Compile contact lists,
- Preparation of Press Release in different regional as well foreign languages,
- Search for press clippings
- Create or update databases- RRU's News section,
- Preparation of Website slider, flyer for different social media platforms and creation of social media posts etc.,
- Assist with online outreach and promotion using Facebook, Instagram, LinkedIn, Twitter, and more
- Optimize website and social media through different social media posts in the form of Videos, Reels etc. based on expert lectures, activities, events etc.
- Launching of Podcast of the University- Audio & Video Format,
- Designing of social media posts through different software tools for sharing with all platforms,
- Perform other duties as per the job assigned.

Other Desired Qualifications:

- Strong verbal and written communication skills
- Knowledge about the functioning of Media Houses
- Solid understanding of the different social networks
- Writing skills
- Proficient with Microsoft Excel and other Microsoft Office applications, Use of CoralDRAW Graphics or related software for better designing skills for certain occasions,
- Having experience with Internet and social media platforms
- Energetic and creative
- Multitasking and team-oriented,
- Excellent internet research skills

Benefits to work with Outreach Section:

- Practical public relations experience working directly with the clients
- Shadowing, mentoring, and training opportunities with skilled public relations professionals
- Social media campaigns
- Opportunity to participate in networking events and institutional meetings,
- Flexible schedule for students.

Monthly Fixed Remuneration in INR to be offered:

- INR 15,000/-

How to apply:

- On or before March 22nd, 2024, till 1700 HRS, interested applicants should send their resume, application form, academic certificates and employment relevant certificates/letters (experience & reliving) to career@rru.ac.in
- Only the short-listed candidates will be contacted for interviews. The mode of the interview will be communicated to the shortlisted applicants.
- Candidates not furnishing their documents as requested above may consider their application automatically disqualified.
- For any query or clarification, please feel free to contact ar.hr@rru.ac.in

Note: Applications will not be considered after the last date. RRU will not respond to the individual queries regarding the status of the application. The University will contact the applicant if additional information is needed during the screening process or if the case is recommended for further processing.