



RASHTRIYA RAKSHA UNIVERSITY

(An Institution of National Importance)

Pioneering National Security and Police University of India
At & Post : Lavad, Taluka : Gandhinagar, Gujarat, India. Pin 382305

NOTIFICATION NO. REG/01/2023/HR

Dated: 13/12/2023

ADVERTISEMENT FOR NON – TEACHING POSITIONS

The Rashtriya Raksha University (RRU) invites an application in the prescribed format from eligible candidates for the non-teaching positions as below:

Sl. No.	Name of Post	Number of Vacancy	Category	Level	Pay Scale as per 7 th CPCS
01	Finance Officer	01	UR	14	1,44,200/-
02	Controller (Academic & Research)	01	UR	12	78,800/-
03	Senior Internship & Placement Manager	01	UR	10	56,100/-

➤ Abbreviation: UR = Unreserved.

DETAILS OF THE POST(S), QUALIFICATIONS, OTHER REQUIRMENTS, ETC.
ARE MENTIONED BELOW:

01	Name of Post	Finance Officer
02	Age Limit	Not exceeding 55 Years
03	Educational and other qualifications required for direct recruitment	<p>➤ Essential Qualifications:</p> <ul style="list-style-type: none"> • A master's degree with at least 55% marks in aggregate or its equivalent of 'B' in the UGC seven-point scale. • At least 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post, OR • At least 15 years of experience as Assistant Professor in the Academic Level – 11 and above., OR • At least with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration. OR • Comparable experience in research establishments and/or other institutions of higher education or research, <p>➤ Desirable:</p> <ul style="list-style-type: none"> • Good working knowledge of rules & regulations of Central Universities, R & D institutions relating to accounts / audit, service conditions and related financial matters. • Well versed in the financial / accounting systems. • Experience in computer systems, finance/accounts related software handling for information processing and retrieval. • Preference shall be given to the candidates with M.Com/ M.B.A.(Finance) / ICWA / CA / SAS or appropriate experience of financial management. Higher degree will be offset for experience and vice-versa. <p>➤ Method of recruitment:</p> <ul style="list-style-type: none"> • Direct for a tenure of five years or till attaining the age of superannuation. • Deputation: <ul style="list-style-type: none"> (a) Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt. with 08 years of experience. OR (b) University System/ Other organisation subject to fulfilment of qualification as indicated in Essential Qualification col. 03

01	Name of Post	Controller (Academic & Research)
02	Age Limit	Minimum 21 years and Maximum 42 years, Upper age limit may be permissible as per the available Government of India norms.
03	Educational and other qualifications required for direct recruitment	<p>➤ Essential Qualifications:</p> <ul style="list-style-type: none"> • Master's degree with 55% marks in any discipline from a recognized university or any equivalent qualification recognized as such by the Government. • Having a certificate course in MS Office or Computer Applications. • English as a subject upto 12th Standard. • Working knowledge of Hindi. <p>➤ Experience</p> <ul style="list-style-type: none"> • Minimum (08) eight years of experience from reputed University / Higher Educational Institute/Government or Commercial Organization of National / International repute in a Supervisory level and having experience in implementing projects of national and international significance.

01	Name of Post	Senior Internship & Placement Manager
02	Age Limit	Minimum 21 years and Maximum 42 years, Upper age limit may be permissible as per the Government of India norms.
03	Educational and other qualifications required for direct recruitment	<p>➤ Essential Qualifications:</p> <ul style="list-style-type: none"> • Master's degree from a recognized University or any equivalent recognized by Central/ State Government/ UGC with a latest 55% marks or equivalent grade in a point scale wherever grading system is followed. • Certificate course in MS Office/ Computer Application. • English as a subject upto 12th Standard. • Working knowledge of Hindi. <p>➤ Experience</p> <ul style="list-style-type: none"> • Minimum 05(five) years of experience in relevant field in an academic/ research institute & knowledge or background in inter-disciplinary institutions desirable.

GENERAL INSTRUCTIONS TO THE APPLICANTS

1. Applicant can apply against the advertised post in the prescribed Application Form only.
2. Applicant must enclose a receipt of non-refundable application fee of **Rs. 2000 (for Sl.No. 01 to 03)** with application. Application fee is exempted for women candidates and staff members in active service of Rashtriya Raksha University. Applicant should follow the following procedure to deposit the application fees in the bank account of the University:
 - a. Visit : <https://www.onlinesbi.com/sbicollect/icollecthome.htm>
 - b. Click the Check Box and Proceed
 - c. Select **GUJARAT** for State of Corporate / Institution & Select **Educational Institutions** for Type of Corporate / Institution, Click "**GO**"
 - d. Select **Rashtriya Raksha University** from the Drop down menu for Educational Institutions Name, Click "**Submit**"
 - e. Select **Other Fees - Other Than Students** as the case may be for Payment Category & Fill up the form
 - f. Select **OTHERS** from the Type of Fees drop down menu, Rest of the field needs to be filled up according to your details.
 - g. Choose the Payment option as per your convenience and proceed for the payment.
 - h. **Please do not forget to give the purpose of payment in REMARKS (Post for which application is made by candidate).**
3. Applicant who wish to apply for more than one post will be required TO SUBMIT SEPARATE APPLICATION FORM ALONG WITH SEPARATE APPLICATION FEES. Application fees will be non-refundable in any case.
4. Incomplete, Late and Online application in any respect will not be entertained and candidature will be considered as In-eligible.
5. The Experience, age and qualification will be reckoned as on the last date of the application i.e. 03/01/2024.
6. Applicant is advised to submit the application in hardcopy 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. Applicant must produce original testimonials, certificates / educational qualifications and other documents at the time of interview, if called.
8. The Applicant must ensure that he / she fulfils the eligibility criteria & other conditions for the post applying for.
9. The University shall verify the antecedents and documents submitted by candidates at any time, at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidates are fake or the candidates have undesirable clandestine antecedents / background and have suppressed the said information, his / her services shall be liable to be terminated.
10. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.

11. The qualifications and other conditions prescribed in the present advertisement are subject to the regulations / norms stipulated by the University from time to time.
 12. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications, Screening Test and experience higher than the minimum prescribed as decided by duly constituted Screening Committee(s) and approved by the competent authority. Call letters for attending interview will be sent only to the short-listed candidates through E-mail only. No correspondence will be entertained with the Applicants who are not short-listed to be called for interview.
 13. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.
 14. Applicant in service must submit a No Objection Certificate (NOC) from the current employer and forward the applications (hard copy) through proper channel. In case the applicant is in service and delay is expected in getting endorsement of the employer concerned on the original application, the applicant may submit an advance copy of the application along with all enclosures directly (with or without the employer's endorsement on the advance copy). If the original application through proper channel has not been received by the University by the last date mentioned in the notification, the applicant will have to submit a 'NO OBJECTION CERTIFICATE' along with Vigilance Clearance Certificate in a sealed cover from his/her employer to the University at the time of interview.
 15. The recruitment to the advertised posts shall be carried out in accordance with the prevailing University rules and regulations framed from time to time.
 16. The appointees including the in-service candidate shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.
 17. The University reserves the right:
 - a. To withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - b. To fill or not to fill up some or all the posts advertised for any reasons whatsoever.
 - c. To increase / decrease the number of posts.
 - d. To fill the position in modified manner as may be recommend by the committee and as may be approved by competent authority.
 18. ***The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidate.***
 19. No TA / DA will be paid for attending examination and interview.
 20. Admit Cards / Call letters and other correspondence for attending the Examination or/and Interview, will be sent only to the eligible candidates by email only.
 21. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination or/and interview will be final.
 22. Applicant, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake / derecognized by the University Grants University, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
 23. Applicant is advised to keep visiting the University website on a regular basis for further updates, if any. No email communication will be entertained for update regarding screening process or result..
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24. Corrigendum / Addendum, if any, in the advertisement shall be published only on the university website, at the later stage, if any.
25. **Resolution of Tie Cases :** In the event of tie in the normalized scores of candidates in the written examination and interview, such cases will be resolved by applying following criteria, one after another, till the tie is resolved :
 - Date of Birth, with older candidates placed higher
 - Percentage of qualifying degree
26. Applications only in hardcopy will be accepted along with all self-attested testimonials, certificates / educational qualifications and all supporting documents and which must reach to “The Assistant Registrar, Human Resource Branch, Rashtriya Raksha University Address: At. Lavad, Ta. Dehgam, Gandhinagar, Pin -382305; on or before 03/01/2024, 05:00 PM.

Example:

Application for the post of _____

**To,
The Assistant Registrar,
Human Resource Branch,
Rashtriya Raksha University,
At. Lavad, Ta. Dehgam,
Gandhinagar Pin-382305**

From,
Name of Applicant
Address
Contact No.

Age limit and relaxation:

- Age limit for a particular category of post(s) is mentioned against each category of post.
- Proof of date of birth: The date of birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent certificate only will be accepted by the University for determining the age eligibility and no subsequent request for its change will be considered or granted. Relaxation in upper Age-limit admissible to eligible categories of Applicants as given below:

Category Codes	Category	Permissible Age-relaxation beyond upper age limit
01	SC/ ST	5 years
02	OBC	3 years
03	PwD	10 years
04	PwD + OBC	13 years
05	PwD + SC/ ST	15 years
06	Ex-Servicemen (ESM)	3 years after deduction of the military service rendered from the actual age as on the closing date.
07	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1st January, 1980 to 31st December, 1989	5 years
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof	3 years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST)	8 years
10	Staff members in active service with Rashtriya Raksha University	5 years
11	Retrenched census employees of the Office of Registrar General of India (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	3 years plus length of service rendered by them in connection with census, before retrenchment, and weightage of past service.

SPECIAL INSTRUCTIONS FOR THE EX-SERVICEMEN (ESM) APPLICANTS:

1. ESM Applicants seeking fee concession, age-relaxation and reservation, etc. shall invariably submit, the requisite Certificate from Competent Authority and also submit a Declaration as per as and when called for by the University or at the time of Document Verification, otherwise their claims for age-relaxation, reservation etc. shall not be considered.
2. Vacancies for ESM are reserved for only administrative posts as per extant Government Order/ Instructions.
3. The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation as per rules.
4. Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, he/ she can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately after joining civil employment, given self-declaration/ undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/ she had applied for before joining the initial

civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T.

5. A Matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of applications (i.e. 03/01/2024) with Armed Forces of the Union shall be considered eligible for appointment to the administrative posts against posts reserved for ESM only. Thus, those Matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications are not eligible for these posts.
6. Age-relaxation, fee concession and reservation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.
7. For any serviceman of the three Armed Forces of the Union to be treated as ESM for the purpose of securing the benefits of reservation etc. he / she must have already acquired, at the relevant time of submitting his/ her application for Post/ Service, the status of ESM; or is in a position to establish his/ her acquired entitlement by documentary evidence from the Competent Authority that he/ she would complete specified term of engagement with the Armed Forces within the stipulated period of one year from the closing date of applications (i.e. 03/01/2024). Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of application (i.e. 03/01/2024).

Ex-Servicemen: An “Ex-serviceman” means a person:

- Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy or Air Force of the Indian Union, and
 - (a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - (b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - (c) who has been released from such service as a result of reduction in establishment;

OR
- who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army namely, pension holders for continuous embodies service or broken spells of qualifying service;

OR
- personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

OR
- Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

OR
- Gallantry award winners of the Armed forces including personnel of Territorial Army;

OR
- Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

FORM OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL

I hereby certify that, according to the information available with me (No.)
_____ (Rank) _____ (Name)
_____ is due to complete the specified term of his engagement with
the Armed Forces on the (Date) _____.

Place: (Signature of Commanding Officer)

Date: Office Seal: _____