



RASHTRIYA RAKSHA UNIVERSITY

(An Institution of National Importance)

Pioneering National Security and Police University of India

EOI Notification: 11/2023

Expressions of Interest are invited from qualified candidates for the contractual post of **Assistant Hostel Warden (Male & Female)** for 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.

Lavad - Dehgam - 382305 Gandhinagar, Gujarat, INDIA

Phone: +91 79-68126800, **Fax:** +9179-68126820, **Website:** www.rru.ac.in

Eligibility Criteria for the Contractual Position

Post name: Assistant Hostel Warden (Male & Female)

➤ Essentials Qualification & Experience:

- Bachelor's degree in any discipline from a recognised University, with minimum three years (03) of experience as a Hostel Superintendent/Hostel Supervisor/University or College Hostel administration, preferably at an academic institution/Government/Semi-Government/private institution.

➤ Other desirable Qualification:

- Fluency in English and Hindi is essential.
- Excellent verbal and written communication skills.
- Should have adequate knowledge of computers.
- Experience of the University /College Hostel would be an added advantage.

➤ Key responsibilities

- Overall administration of all the hostels and office of the hostel,
- To maintain the coordination of wardens of various hostels for the smooth running of day-to-day routine work of hostel office,
- To take the steps and measures for overall efficient hostel administrations and welfare,
- Maintaining database of students through hostel office,
- Making the policy for allotment of hostels to students,
- Implementation of decisions taken by the University authorities,
- Communicate with the parents/guardians of the inmates,
- Allotment of rooms to the students as per the guidelines issued by the office of the hostel,
- To redress the grievances related to the functioning of the hostel and nominate Warden-Representative. Nominate the students for the mess menu committee, hostel maintenance committee, Cleanliness Committee, and other such committees,
- Regular visit to the hostel for better interaction with the students,
- To give permission to the Guests for residing in the hostel at the request of the students,
- To supervise the working of the hostel staff,
- To solve the day-to-day problems of the students,
- To deal with the acts of indiscipline of the students,
- Reporting the cases of serious indiscipline/ragging to the Proctorial committee for further action,
- To check the various registers and ledgers maintained by the caretaker and mess supervisor from time to time, to maintain the overall ambiance of the hostel premises,
- To ensure proper maintenance of the rooms and hostel premises,

- To do other assigned work as discussed and decided by University,
- Candidate must have to stay at Rashtriya Raksha University Lavad Campus if required,
- To perform any other responsibility assigned by the University in PAN India.

- **Remuneration to be offered:** INR 33,000/-

- **Duration:** Initially for 364 days, depending upon the performance and needs of the University, possibility of long-term appointment.

- RRU pro-actively pursues the empowerment of qualified female candidates in the overall setup of the University.

➤ **How to apply:**

- On or before August 28, 2023, till 1700 HRS, interested applicants should send their **resume and application form to career@rru.ac.in**

- The short-listed candidates will be called for interviews. The mode of Interview will be informed to the shortlisted applicants. Incomplete applications or application form will not be considered for further process.

- 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. The short-listed candidates will be called for interviews (online/offline) after a due screening of the applications through email only. 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.

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;
 - 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 if the interview will be offline.
17. Qualified female, reserved category, minority candidates are strongly encouraged.
18. Address: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
19. Rashtriya Raksha University reserves the right to cancel the recruitment at any stage without giving a reason.
20. If you have any query/questions/information, please write only **ar.hr@rru.ac.in**
21. The University retains the right to offset the experience with education qualification and vice-versa.
22. The university reserves the rights to transfer its employee in any campuses of RRU.