



# RASHTRIYA RAKSHA UNIVERSITY

(An Institution of National Importance)

Pioneering National Security and Police University of India

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**Expression of Interest for the contractual post  
of Assistant Director, for Office of the Vice-Chancellor  
at the Rashtriya Raksha University.**

*Rashtriya Raksha University invites an expression of interest for a highly fulfilling and satisfying assignment of **Assistant Director, for Office of the Vice-Chancellor** from the interested candidate.*

**Post:** Assistant Director, Office of the Vice-Chancellor

**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 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, 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 and strategic institutions and forces as well as law-making, governance, judiciary, economy and the civil society organizations.

➤ **Qualification & Experience required:**

- Master's degree with 55% from a recognized university or any equivalent qualification recognized as such by the Government with minimum 4-5 years of relevant experience.

**OR**

- Work experience of 4 to 5 years in any research roles related to law and preferable if has experience of working on matters of coastal and maritime security law and public international law.
- A minimum of 4 years of progressively responsible professional experience in law, including legal analysis, research and writing, is required.
- Experience in professional legal work advising on issues of questions of coastal and maritime security law, international law and domestic law.
- Experience in professional legal work drafting and negotiating agreements is desirable.
- Experience in professional legal work advising on questions of humanitarian law, human rights law, maritime law and general public international law is desirable.
- Experience handling materials and information as legal proceedings is desirable.

➤ **Academic Profile**

- Candidates with degree(s) in law, international relations, political science and other social sciences.
- Candidates with keen interest in coastal and maritime security law and public international law will be preferred.
- Previous research experience of working on topics related to public international law/ International Law Commission preferably in an International Organisation.
- Sensitivity and understanding for diverse state practices, precedents and doctrines.

➤ **Roles and Responsibilities**

In the area of concentration and within the limits of delegated authority, the Assistant Director will be responsible for the following duties:

- Serves as an expert in one or more areas of concentration, and independently handles a wide range of multi-disciplinary and complex legal matters involving issues of coastal and maritime security law and public international law, including the interpretation and application of laws.

- Provides legal advice on diverse and complex substantive and procedural questions of coastal and maritime security law and public international law.
- Performs extensive legal research and analysis and prepares legal opinions, studies, briefs, reports and correspondence.
- Reviews, advises on, drafts and negotiates complex agreements and other legal documents; develops new legal modalities to meet unique needs/circumstances.
- Serves on various committees, ad hoc working groups and task forces, as required; promotes the work of Rashtriya Raksha University and represents the organization at meetings, conferences, seminars, etc.
- Coordinates and direct teams of other officers dealing with significant problems, as required, and/or mentors and supervises the work of officers on specific projects.
- Contributes to the review and design of new, or new applications of, legal instruments, policies, guidelines, etc.
- Performs other duties as assigned.

➤ **Professionalism:**

- Knowledge of coastal and maritime security law and public international law, in particular in relation to the interpretation and application of the Charter of the United Nations and the law and practice of the Organization.
- Familiarity with the institutions and organisations in the international legal system.
- Ability to apply legal expertise to analysing a diverse range of complex and unusual legal issues and problems and in developing innovative and creative solutions.
- Strong analytical skills and ability to conduct comprehensive legal research on a range of issues, including those of a unique and/or complex nature; proficiency in legal writing and expression and ability to prepare legal opinions and a variety of legal instruments and related documents.
- Discretion and sound judgment in applying legal expertise to sensitive, complex legal issues.
- Strong negotiating skills and ability to influence others to reach agreement.
- Ability to work to tight deadlines and handle multiple concurrent projects/cases. Knowledge of contemporary international relations and of international organizations and their interrelationships.
- Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than

personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

➤ **Teamwork:**

- Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

➤ **Planning & Organizing:**

- Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

➤ **Essential skills and abilities**

- Proficiency in Microsoft Office programs and an interest in continued knowledge of technology as it evolves.
- Ability to work alone and as part of a large research team.
- At least 4 years of related research experience preferred.
- Comfortable performing research alone without close guidance or supervision.
- Excellent communication skills in verbal and written formats.
- You have a keen eye for detail and organization.
- Ability to work a flexible schedule (24x7) performing research.
- Desire to perform accurate and ethical research to achieve results for the study.
- Ability to openness to learning new ways of performing research.
- Respect for people from diverse national, gender, economic and racial background.

➤ **Desired Qualifications**

- Demonstrated ability to research, analyse, and synthesize information.
- Ability to communicate clearly and concisely (written and oral).
- Comfortable working in a team, good interpersonal skills.

- Good level of autonomy/independence in managing work.
  - Competent user of Microsoft Office (Word, Excel, PowerPoint).
  - Experience with information management tools such as Google Drive or Zotero, and skills for producing content on internet/intranet purposes.
- **Monthly Remuneration to be offered:** INR 80,000/- to INR 90,000/-
- **Contract Period:** 364 days
- **RRU pro-actively pursues the empowerment of qualified female candidates in the overall setup of the University.**
- **Application documents to be shared:**
- On or before January 20, 2023, at 1700 HRS, interested candidates should send their resume and application form to [career@rru.ac.in](mailto:career@rru.ac.in)
  - The short-listed candidates will be called for interviews (online/offline as per prevailing Covid-19 situation) after a due screening of the applications.
  - For any query or clarification, please feel free to contact [ar.hr@rru.ac.in](mailto:ar.hr@rru.ac.in)
- **Note:** Applications will not be considered after the above-mentioned deadline. 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;
  - 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 **hr.manager@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 Walk-In-Interview.**

1. Candidates will not be allowed for **Walk-In-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 **Walk-In-Interview**
3. Any Luggage will not be allowed within the premises during **Walk-In-Interview**. It should be keep outside the premises.
4. Accompanying person(s) will not be allowed within the premises during the entire **Walk-In-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 walk-in interview for which position:
4. Date & Time of Walk-In 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:**