



RASHTRIYA RAKSHA UNIVERSITY

An Institution of National Importance
Pioneering National Security and Police University of India

Website: www.rru.ac.in/lucknow-campus/

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Lucknow Campus

Rashtriya Raksha University, Transit Campus, Law Faculty, Dr.
Shakuntala Mishra National Rehabilitation University
Lucknow, Uttar Pradesh, INDIA- 226017

EOI Notification: 08/2024

**Expressions of Interest are invited from qualified candidates for
Non-Teaching contractual positions**

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 endeavors 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.

Sr. No.	Name of the Post	Nature of the Position	Remuneration in INR to be offered
01	Librarian Assistant	Contractual for 364 days	35,000/- to 40,000/-

Eligibility Criteria for the Contractual Position

01. Librarian Assistant

Educational Qualification:

- Qualification:** Candidate must have passed HSC or an equivalent examination from any recognized Board/University
- Certificate/Diploma in Library Science / Library & Information Science

OR

Experience: Minimum 03 years as a full-time experience as Assistant/Attendant/Stack Assistant /Trainee /Clerk or similar post(s) in the Library of Academic/Research/Govt./ Semi Govt./NGO/Corporate.

Other Desirable Qualification:

- Having complete knowledge of computer application;
- Excellent verbal and written communication skills;
- Excellent interpersonal and conflict resolution skills;
- Excellent organizational skills and attention to detail;

Key Responsibilities:

- Manning the Check Point/ Property Counter; Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media;
- Maintain/Update Notice Boards and Circulars/Notices of the Library at desired places;
- Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library;
- Assisting users in searching location of books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.;
- Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip, barcode labels, magnetic strips, RFID tags etc.;
- Maintenance of Library data
- Maintenance of Officer record of the Library services for users with special needs;
- Perform any other duties as assigned by the University/School Authorities within India or outside India.

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 late applications and for not being called in interview.
14. Candidate has to stay at any Rashtriya Raksha University Campuses, if required.
15. The appointment shall be governed by the rules, regulations and/or decision of the Rashtriya Raksha University.

16. Address of Headquarter: Rashtriya Raksha University, Lavad, Dahegam, Gandhinagar-382305, Gujarat, India.
17. Rashtriya Raksha University reserves the right to cancel the recruitment at any stage without giving a reason.
18. If you have any query/questions/information, please write only up.ao@rru.ac.in
19. The University retains the right to offset the experience with education qualification and vice-versa.
20. The University reserves the rights to transfer its employee in any campuses of RRU.
21. On or before **31-10-2024**, till 17:00 HRS, interested applicants should send their resume, application form, academic certificates and employment relevant certificates/letters (experience & reliving) to up.ao@rru.ac.in & career@rru.ac.in
22. Only the short-listed candidates will be contacted for interviews. The mode of the interview will be communicated to the shortlisted applicants.
23. Candidates not furnishing their documents as requested above may consider their application automatically disqualified.
24. For any query or clarification, please feel free to contact up.ao@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.