गृह मंत्रालय
MINISTRY OF
HOME AFFAIRS

सत्यमेव जयते

RASHTRIYA RAKSHA UNIVERSITY

An Institution of National Importance

Pioneering National Security and Police University of India
Ministry of Home Affairs, Government of India
Lavad - Dehgam - 382305 Gandhinagar, Gujarat, INDIA
Ph. +91-79-68126800, Fax : +91-79-68126820 Website : www.rru.ac.in

Advt. No: RRU/HRB/Reg./Recruitment/2026/03 Date: 19/11/2026

Requires

The Rashtriya Raksha University, an Institution of National Importance established by the Ministry of Home Affairs, Government of India through an Act of Parliament, is a premier institution dedicated to advancing education and research in the fields of national security and policing. The University invites applications in the prescribed format from dedicated and committed citizens of India to fill up the following vacancy.

Sr. No.	Name of the Post	No. of Vacancy and Category	Pay Level as per 7th Pay CPC	Initial basic Pay as per 7th CPC
1	Administrative Assistant-cum-Coordinator	2- (2-UR)	4	25,500/-
2	Administrative Assistant	6- (5-UR, 1-OBC)	2	19,900/-

Abbreviation: **UR** = Unreserved, **OBC**: Other Backward Classes

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 professionally 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.

Employee Benefits and Offerings @RRU

- Valuable opportunities to passion driven people to "**contribute to Government Projects, Organize and be a part of international forums/events**".
- Attractive compensation packages aligned with industry standards and experience levels.
- Comprehensive health coverage for employees and their families, including medical, dental, and vision care.
- Opportunities for further education and training, including workshops, conferences, and seminars.
- Policies and practices that support a balanced work-life environment, including flexible working hours where applicable.
- Funding and resources for research activities, including grants and publication support for academic staff.
- Awards and recognition programs to celebrate exceptional performance and contributions.
- Regular workshops and training sessions for skill development and career growth.
- Access to advanced training programs and workshops related to national security, defense, and law enforcement.
- Opportunities to engage in fieldwork, practical exercises, and simulations related to national security.
- Opportunities to collaborate on research projects with government agencies, defense organizations, and other national security institutions.
- Utilization of specialized databases, equipment, and resources related to national security research and training.
- Support for career advancement in the national security sector, including mentorship programs and career guidance.
- These benefits can enhance overall job satisfaction and contribute to a supportive work environment.

Name of the Position	Administrative Assistant-cum-Coordinator	
Age	not be more than 35 years of age	Pay
Academic Qualification & Experience	**Essential Qualifications** 1. A Bachelor's or Master's degree in any discipline from a recognised University, or an equivalent qualification recognised by the Government. 2. A minimum of four (04) years of relevant experience in the concerned field or administration, preferably in an academic or research institute, Government/Semi-Government organisation, or public/private enterprise or firm, for candidates possessing a Bachelor's degree; OR A minimum of two (02) years of relevant experience in the concerned field or administration, preferably in an academic or research institute, Government/Semi-Government organisation, or public/private enterprise or firm, for candidates possessing a Master's degree. 3. A certificate course in MS Office or Computer Applications from a recognised institution. **Other Desirable Qualifications and Skills** 1. Fluency in English. 2. Excellent verbal and written communication skills. 3. Excellent interpersonal and conflict-resolution skills. 4. Strong organisational skills and attention to detail.	**Level 4** **(INR 25,500/- as per 7th CPC)** **(PB 5200-20200, GP 2400)**

	Key Responsibilities 1. Handle routine office tasks, including filing, generating reports and presentations, arranging meetings, and maintaining office supplies. 2. Use computers to prepare reports, transcribe meeting minutes, create presentations, and conduct research as required. 3. Maintain polite, professional, and effective communication through telephone, email, and correspondence. 4. Anticipate the requirements of officers, faculty members, and other stakeholders to ensure efficient and seamless administrative support. 5. Maintain and update information databases and records for use by senior management. 6. Bring relevant rules, precedents, and procedural requirements to the notice of the Officer-in-Charge and suggest appropriate courses of action, wherever necessary. 7. Perform any other duties assigned by the Officer-in-Charge or the University authorities from time to time.	

Name of the Position	Administrative Assistant	
Age	not be more than 28 years of age	Pay
Academic Qualification & Experience	**Essential:** 1. Passed 12th Standard or equivalent examination from a recognized Board or Open School. **Desirable:** 1. Proficiency in basic computer applications, including Microsoft Office or equivalent software. 2. Adequate knowledge of English and working knowledge of Hindi.	**Level 2** **(INR 19,900/- as per 7th CPC)** **(PB 5200-20200, GP 1900)**
	Key Responsibilities: 1. Handle the day-to-day administrative work of the assigned Section or School/Campus, including inward and outward correspondence, typing, data entry, and maintenance of office records. 2. Maintain and update information databases and official records for use by senior management. 3. Coordinate and liaise with other Sections, Schools, and senior officers for the timely completion of administrative work. 4. Monitor office inventories and assist in maintaining the availability of stationery and other essential supplies. 5. Photocopy, scan, organise, and file official documents and records. 6. Undertake indexing, dispatch, filing, and systematic maintenance of official documents. 7. Perform any other duties assigned by the Officer-in-Charge or the University authorities from time to time.	

How to apply

Interested and eligible candidates should submit their duly filled application form in the prescribed format along with the legible copies of all supporting documents in support of claim made in application form, in an envelope clearly superscribed "Application for the Post of _____. Advt. No. _____" to the following address by 05:00 PM on or before 09.12.2026.

Deputy Registrar

Human Resources Branch

Rashtriya Raksha University

Village - Lavad, Tehsil - Dahegam

District - Gandhinagar - 382 305 (Gujarat)

General Instructions

1. Candidates of only Indian Nationality can apply for these posts.
2. University strives to have a workforce which reflects gender balance and women candidates are encouraged to apply. Such applicants are advised to ensure before applying that they possess essential qualification and experience for the post.
3. Applicants can apply against the advertised post as per above mentioned details only.
4. Applicants shall be required to make online payment of non-refundable application fee of Rs.1000/- and must enclose a receipt of non-refundable application fee along with the application.
5. Application fee is exempted for Women/PwBD/SC/ST/ESM 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:
   Link: https://forms.eduqfix.com/rrutwentyfour/add

   Please use the following link to proceed with the payment:

   a) Select "Others" under Category
   b) Select "Others" under Type of Fees
   c) Enter "1000" in the Fees field.
   d) In the Remarks or Description field, write:
   "Application fees for the post of (post you are applying for)"

e) Proceed to make the payment (Please ensure all details are filled in accurately before submitting).

6. Applicant who wishes 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.
7. Incomplete, Late and Email application in any respect will not be entertained and candidature will be considered as In-eligible.
8. The University will NOT be responsible for non-receipt of application (s) within the stipulated period due to any postal delay/ loss of application/ document sent in transit. Applications received after the last date will NOT be considered.
9. The Experience, age and qualification will be reckoned as on the last date of the application i.e. (09.12.2026)
10. Please note that the appointment to permanent posts shall ordinarily be made for five years including probation period of one year after which the appointee, if confirmed, shall continue to hold his / her appointment subject to the provisions of the Act and the Statutes, till the end of the month in which he/she attains the age of superannuation for the holders of permanent appointment or last date of appointment whichever is earlier, as decided by the Executive Council and/or the Central Government from time to time.
11. Upon successful completion of the first tenure of 5 years, the staff will be given permanent appointment till the age of superannuation as per the Central Government norms.
12. An age relaxation of 5 years over and above the maximum age limit for the staff if in active service at RRU at the time of advertisement.
13. The University strives to have a diversified workforce. All candidates without reference to gender, race, creed, caste or class are encouraged to apply. Female candidates are encouraged to apply in order to promote gender equality, and flexibility.
14. The interview structure may involve written test, skill test, personal interview and / or group discussion.
15. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
16. All the appointees including the in-service candidates shall be governed by the National Pension System (NPS) introduced by Govt. of India.
17. In addition to basic pay, Dearness Allowance, House Rent Allowance and Transport Allowances are payable as per extant rules on the subject. The employees will be eligible for other benefits like Medical, LTC, Children's Education Allowance as per the University norms.

18. The eligibility criteria indicated are bare minimum and a mere fulfillment of the same will not entitle the candidates to be called for an interview. If numbers of applications received are large, the University may restrict the number of candidates to be called for interview to a reasonable limit on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement.
19. Candidates applying for more than one post must submit separate applications.
20. The crucial date for determining qualification/ experience shall be 09.12.2026.
21. Experience will be counted only after the date of obtaining the essential academic qualifications. In other words, wherever experience is required for any post, only relevant post-qualification experience will be considered.
22. Date of Birth as recorded in the Matriculation/Secondary Examination Certificate will only be accepted for determining the age.
23. While applying the candidates should mention their full name as it appears on the Matriculation / Secondary School Certificate. If a candidate has changed his/her name or dropped or added part of his/her name after Matriculation / Secondary School they will have to submit an attested copy of Gazette Notification to this effect.
24. Submission of valid documentary proof in respect of claim of academic qualifications, category and experience is mandatory.
25. The academic qualifications prescribed should have been obtained from recognized Universities / Institutions and recognized/approved by the relevant authorities i.e. UGC /AICTE / Act of Parliament as applicable. If the Candidate holds a foreign university's degree, they must submit a certificate of equivalency issued by the Association of Indian Universities (AIU).
26. If a candidate has obtained a degree from a university that follows a grading system, they should provide the equivalency criteria for conversion or the formula/method used to calculate their percentage and Class/Division, as issued by their university/institute.
27. The University reserves the right to terminate appointment at any time in case of unsatisfactory performance, misconduct or any other administrative reasons/ compulsions.
28. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final and binding.
29. The candidate will have to perform such other duties and work as assigned by the Rashtriya Raksha University from time to time.
30. The selected candidates may be required to stay inside the Rashtriya Raksha University main campus in the accommodation provided by the university.
31. The University reserves the right to transfer its employees to any campus of Rashtriya Raksha University.
32. The appointment shall be governed by the rules, regulations and/or decisions of the Rashtriya Raksha University.

33. The University reserves the right to draw up reserve panel/waiting list(s), which will be valid for one year from the date of approval of the Competent Authority and may be used for appointments on consequential/new vacancies.
34. In case of any corrigendum/changes/updates pertaining to this advertisement, the same shall be published on the University's website only. Accordingly, all applicants, in their own interest, are advised to regularly visit the University's website.
35. The University reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained.
36. No correspondence or query will be entertained from the candidates regarding the eligibility, status of applications, postal delays, result of exam/interview, selection process and reasons for not being called for interview or selection etc.
37. Candidates working in Government Departments, Public Sector Undertakings and Government Funded Institutions are required to submit application through proper channel OR produce No Objection Certificate at the time of Interview.
38. The number of vacancies and their category-wise distribution is applicable as per the reservation rules. University shall take necessary action as per the government of India reservation rules for any changes.
39. The experience claimed in the application form without a proper experience certificate from the competent authority shall not be given any weightage by merely enclosing the offer letters, relieving letters and the salary slips.
40. Candidates have to produce the original documents at the time of or before appearing in the Interview for verification.
41. No TA/DA shall be paid to the candidates for attending the Written Test/Skill Test/ Interview.
42. The University may verify the antecedents through the appropriate authority and, if it is found that the candidate has suppressed any material information or convicted by any court of law, then his/her service shall be liable to be terminated at any stage.
43. If at any stage, the documents related to educational qualification, experience, category, age, etc. submitted by candidates or any information given by the candidate in the application form/declaration are found to be fake/ false/ misleading, then his/her service shall be liable to be terminated.
44. The candidature at any stage of the selection process will be purely provisional subject to condition that candidate should meet the prescribed eligibility criteria. Mere issue of call letter to the candidate for attending the Written Test/Skill Test/Interview will not imply that his/her candidature has been found eligible.
45. In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of the offer letter, the University reserves the right to withdraw/cancel/modify any communication made to the candidates.

46. Canvassing in any form and/or bringing any influence, political or otherwise, will be treated as a disqualification from the post applied for.
47. Candidates must be in sound health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as the University may require.
48. No person shall be recruited unless he/she is in good mental and physical health and free from any physical defect that is likely to interfere with the efficient performance of his official duties.
49. Experienced applicants are highly encouraged to apply.
50. Applications incomplete in any respect and not accompanied by relevant certificate/ documents / without photograph shall not be considered.
51. The applicant must ensure, before filling out the application form, that there are no pending disciplinary or internal proceedings with their current employer.
52. Incomplete applications shall be summarily rejected. No fresh inputs will be considered after the submission of applications at any later stage.
53. The shortlisted candidates shall be conveyed on the registered email only for attending the selection process. No written or speed post communications shall be sent separately and no claims of any kind shall be entertained in this regard.
54. The University shall have the power to constitute a Search-cum-Selection Committee for identifying, scrutinizing, and recommending suitable candidates for appointment. The appointment shall be made by the University through the said Committee in accordance with the applicable rules, regulations, and statutory provisions.
55. The last date for submission of application form is 09.12.2026 up to 05:00 PM. Applications received after the last date will not be considered and are liable to be summarily rejected.
56. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted only in the Court which has sole and exclusive jurisdiction at Ahmedabad / Gandhinagar (Gujarat).

Age limit and relaxation:

- Relaxation in age would be admissible as per Central Government Rules. No age relaxation will be applicable to SC/ST/OBC-NCL candidates applying for Unreserved (UR) posts.
- Relaxation in age would be admissible to civilian employees working on sanctioned posts with regular pay scales of Central Govt. / State Govt. / Semi Govt. / PSU / Govt. Autonomous organization/ Statutory bodies / Govt. Universities / Govt. Research Institutes, who have rendered not less than three years regular and continuous service as on closing date and who are educationally qualified and having relevant experience. (as per OM No 15012/2/2010-Estt.(D) Dated 27/03/2012).
- Age limit for a particular category of post(s)is mentioned against each category of post.

- Relaxation in upper Age-limit admissible to eligible categories of Applicants as given below.
- The Age relaxations policy for SC/ST/OBC-NCL/ESM/ Persons with Benchmark Disabilities (PwBD) applicants will be as per the existing Govt. of India policy.

Category Codes	**Category**	**Permissible Age-relaxation beyond upper age limit**
01	SC/ ST (If post is reserved for SC/ST)	5 years
02	OBC-NCL (If post is reserved for OBC-NCL)	3 years
03	PwD	10 years
04	PwD + OBC-NCL	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. 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 the purpose of age relaxation as per rules.
3. 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.
4. 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. 09/12/2026) 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.
5. Age-relaxation, fee concession and reservation are not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.
6. 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. 09/12/2026). 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. 09/12/2026).

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 grounds and granted medical disability pension.

ANNEXURE – I

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) _____.

(Signature of Commanding Officer)
Office Seal

Place:

Date:

Registrar (I/c)
Rashtriya Raksha University