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
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Advt. No: RRU/HRB/2026/28 **Date: 13/10/2026**

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 positions purely on a contractual basis.

Sr. No.	Name of the Positions	Nature of Position	Monthly Remuneration (Consolidated)
1	Assistant Hostel Warden (Female)	The position is contractual for an initial period of 364 days, which may be extended for up to two additional terms of 364 days each, subject to (a) the annual requirements of the University, (b) the availability of funds, and (c) the satisfactory annual performance of the employee.	₹ 25,000/-to 35,000/-

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.

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	Assistant Hostel Warden (Female)
Academic Qualification	**Essential:** • Bachelor's degree with minimum 55% marks in any discipline from a recognized University.
Work Experience	**Essential:** • 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 Qualifications	• 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/ School Hostel would be an added advantage.
Duties and Responsibilities	• Overall administration of all the hostels and office of the hostel; • Ensure the physical and emotional well-being of students/ childrens residing in the hostel; • Communicate regularly with parents/guardians regarding students/childrens well-being; • To take the steps and measures for overall efficient hostel administrations and welfare; • Maintaining database of students/childrens through hostel office; • Monitor students/childrens health and promptly report illness or injury to medical staff and guardians; • Making the policy for allotment of hostels to students/children; • 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/ childrens; • To supervise the working of the hostel staff; • To solve the day-to-day problems of the students/ childrens; • To deal with the acts of indiscipline of the students/ childrens; • 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/ Raksha Shakti School Campus or any other Campuses if required; • Perform any other duties as assigned by the University/School Authorities in India or Outside India.

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, on or before **19.10.2026 up to 05:00 PM** as per the steps mentioned below: -

- **Steps to apply: -**

1. Interested and eligible candidates should visit our job portal and register themselves on the link: - https://rrulavad.nmediasoft.com/onlineadmission/rruemployeeRegistration
2. Select the Advertisement reference number
3. Now select the post and click on the "Apply" button (It is recommended to study the qualifications and experience criteria carefully before applying)
4. Fill all your details and be prepared with Scanned Copy of Photographs, Signature, Mark sheets, LC, Degree Certificates, Aadhar Card, Caste Certificate etc. Enter your full name and email address and click on Register.
5. Upload Documents and Submit Application
6. In case of non-receipt of email, please check in your **SPAM folder** too.
7. Login using registered email id and password and apply accordingly.

General Instruction

1. 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 flexible.
2. Working hours for both Female & Male, such as 06 hours or 04 hours, are possible to suit varied schedules and support a good work life balance.
3. Retired Womens Officers are encouraged to apply, with interest in promoting gender perspective in national security.
4. 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.
5. 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.

6. Candidates applying for more than one post must submit separate applications.
7. The crucial date for determining qualification/ experience shall be **19.10.2026.**
8. 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.
9. Date of Birth as recorded in the Matriculation/Secondary Examination Certificate will only be accepted for determining the age.
10. Submission of valid documentary proof in respect of claim of academic qualifications, category and experience is mandatory.
11. 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).
12. 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.
13. The candidate will not be entitled to any other benefits, which are admissible to the regular employees of the Rashtriya Raksha University.
14. This engagement will not vest any right to claim for regular appointment in the University or continued services in the University.
15. The University reserves the right to terminate this engagement at any time even before the stipulated period in case of unsatisfactory performance, misconduct or any other administrative reasons/ compulsions.
16. On expiry of the period of this engagement as per the letter of appointment, the candidate will not be required to turn up for unless the period of engagement is renewed based on performance and requirement and the decision of the Competent Authority.
17. The contractual engagement shall end on the stipulated date of expiry of contract in the letter of appointment. The selected candidates shall have no right to renewal, extension or conversion into permanent or any other employment.
18. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final and binding.
19. The candidate will have to perform such other duties and work as assigned by the Rashtriya Raksha University from time to time.
20. The selected candidate may be required to stay at any of the Rashtriya Raksha University campuses.
21. The University reserves the right to transfer its employees to any campus of Rashtriya Raksha University.
22. The engagement shall be governed by the rules, regulations and/or decisions of the Rashtriya Raksha University.
23. The University reserves the right:
    i) to relax eligibility criteria in exceptional cases;
    ii) to fill the position at lower/higher level than that advertised;
    iii) to consider applications received after last date;
    iv) to decide criteria/procedure for short listing of the candidates;
    v) to modify the recruitment process as and when required;

vi) to appoint the selected candidate on third party payroll;
vii) to increase/decrease the number of posts at the time of selection;
viii) to draw up reserve panel/waiting list(s), which will be valid for the time limit as decided by competent authority from the date of approval and may be used for appointments on consequential/new vacancies.
ix) to modify any terms and conditions of the appointment as and when required
x) to appoint on third party payroll.
xi) the remuneration shall be commensurate with the candidate's qualifications, experience, and Suitability for the position and may be increased or decreased at the discretion of the University. In the case of the Flexi-Day option, the selected candidate may be offered remuneration on a per-day basis as determined by the University.
xii) The University shall have the power to constitute a Search-cum-Selection Committee for identifying, scrutinising, 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.

24. 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.
25. 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.
26. 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.
27. 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.
28. 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.
29. Candidates have to produce the original documents at the time of or before appearing in Interview for verification.
30. No TA/DA shall be paid to the candidates for attending the interview.
31. 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.
32. 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.
33. 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 interview will not imply that his/her candidature has been found eligible.

34. 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.
35. Canvassing in any form and/or bringing any influence, political or otherwise, will be treated as a disqualification from the post applied for.
36. 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.
37. Experienced and superannuated applicants are highly encouraged to apply in accordance with general principle of pay minus pension and changes made by Government of India time to time therein.
38. Applications incomplete in any respect and not accompanied by relevant certificate/ documents/ without photograph shall not be considered.
39. The applicant must ensure, before filling out the application form that there are no pending disciplinary or internal proceedings with their current employer.
40. Incomplete applications shall be summarily rejected. No fresh inputs will be considered after the submission of applications at any later stage.
41. 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.
42. The last date for submission of application form is **19.10.2026 up to 05:00 PM**. Applications received after the last date will not be considered and are liable to be summarily rejected.
43. 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).

Registrar (I/c)
Rashtriya Raksha University