EXPRESSION OF INTEREST (EOI)

Engagement of Project and Training Management Executive

About Rashtriya Raksha University

Rashtriya Raksha University (RRU), an Institution of National Importance under the Ministry of Home Affairs, Government of India, is committed to advancing national security, cyber security, capacity building, and professional excellence through education, training, research, and strategic engagements.

To support the effective implementation of various sponsored projects, national-level training programmes, cyber exercises, capacity-building initiatives, conferences, workshops, and institutional activities, applications are invited from qualified, dynamic, and result-oriented professionals for engagement as **Project and Training Management Executive** on a purely contractual basis.

About the Position

Particulars	Details
Position Title	Project and Training Management Executive
Nature of Engagement	Contractual
Monthly Remuneration	₹70,000/- (Consolidated)
Location	Project Office, Rashtriya Raksha University.
Duration	Initially for one year or project duration, whichever is earlier

Purpose of the Position

The Project and Training Management Executive shall support the planning, coordination, execution, monitoring, and reporting of training programmes, cyber exercises, workshops, conferences, capacity-building initiatives, and other institutional projects. The incumbent will work closely with project teams, subject matter experts, faculty members, external stakeholders, and administrative departments to ensure timely and efficient execution of assigned activities.

Essential Qualification

- Bachelor's Degree in Engineering, Computer Science, Information Technology, Cyber Security, Management, Business Administration, or any other relevant discipline from a recognized University/Institution.

Desirable Qualification

Preference shall be given to candidates possessing:

- Master's Degree in a relevant discipline.
- Professional certifications in:
  - Project Management
  - Cyber Security
  - Information Technology
  - Networking
  - Event Management
  - Training Management
  - Operations Management
- Experience in handling government-funded projects, training programmes, academic administration, or strategic initiatives.

Experience Requirements

Candidates should possess relevant experience in one or more of the following areas:

- Project coordination and management.
- Training programme administration and execution.
- Event and conference management.
- Academic or institutional administration.
- Stakeholder engagement and communication.
- Documentation, reporting, and compliance management.
- Coordination of large-scale workshops, exercises, simulations, or capacity-building programmes.

Experience in the domains of cyber security, information technology, defence, homeland security, education, research, or government projects will be an added advantage.

Roles and Responsibilities

The selected candidate shall be responsible for, but not limited to, the following:

Training and Programme Management

- Plan, coordinate, and facilitate training programmes, workshops, seminars, conferences, and capacity-building activities.
- Prepare annual, quarterly, and monthly training schedules and calendars.
- Coordinate with faculty members, trainers, resource persons, and participants for smooth programme execution.
- Monitor programme progress and ensure adherence to timelines and deliverables.

Project Coordination

- Assist in the planning, implementation, monitoring, and closure of assigned projects.

- Track project milestones, deliverables, and reporting requirements.
- Maintain coordination among internal departments and external stakeholders.
- Support project reviews, meetings, and follow-up actions.

Exercise and Event Management

- Assist in the conduct of cyber exercises, simulations, drills, competitions, and strategic engagements.
- Coordinate logistical arrangements including venue preparation, accommodation, transportation, and participant support.
- Ensure seamless operational management during events and training programmes.

Documentation and Reporting

- Prepare project reports, meeting minutes, presentations, concept notes, proposals, and official correspondence.
- Maintain project records, databases, attendance records, and training documentation.
- Compile and analyze programme feedback and performance metrics.
- Assist in preparation of utilization reports and project-related documentation.

Stakeholder Management

- Liaise with government departments, industry partners, academic institutions, experts, and other stakeholders.
- Facilitate communication between participants, trainers, project teams, and management.
- Ensure timely dissemination of information related to programmes and activities.

Administrative Support

- Support procurement, logistics, and operational activities related to project execution.
- Assist in compliance, record management, and administrative coordination.
- Perform any other duties assigned by the Competent Authority from time to time.

Required Competencies and Skills

The ideal candidate should possess:

- Excellent written and verbal communication skills.
- Strong organizational and multitasking abilities.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Project planning and coordination skills.
- Report writing and documentation expertise.
- Stakeholder and relationship management capabilities.
- Ability to work independently as well as in a team environment.
- Problem-solving and analytical thinking abilities.
- Capability to perform effectively under strict timelines and dynamic project environments.

General Conditions

1. The engagement shall be purely contractual in nature.
2. The appointment does not confer any right for regular employment in the University.
3. The initial tenure shall be for one year or the project duration, whichever is earlier.
4. The engagement may be extended based on performance, project requirements, and availability of funds.
5. The University reserves the right to increase or decrease the number of positions or cancel the recruitment process without assigning any reason.
6. Selected candidates may be required to travel as per project requirements.
7. The decision of the University shall be final and binding in all matters related to the selection process.

Selection Procedure

The selection process may consist of:

- Screening of Applications
- Personal Interview
- Skill Assessment / Written Test (if required)

Only shortlisted candidates shall be contacted for further stages of selection.

How to Apply

Interested candidates may submit their updated Curriculum Vitae (CV) along with self-attested copies of educational qualifications, experience certificates, and other relevant supporting documents.

Last Date for Submission: 25 November 2026

Email: project.sitaics@rru.ac.in

Subject Line: *Application for Project and Training Management Executive*