**EOI for Interns\_ Quality Analyst for Project AKLVYS (Amrit KaushaL Vikas Yojna- Suraksharth)**

**About Rashtriya Raksha University**

Rashtriya Raksha University, an Institution of National Importance, a pioneering national security and police University. The University aims to provide comprehensive education, research, training and extension facilities in all aspects of national security and police to in-service and retired personnel from military and para-military forces; security and intelligence agencies; police establishments; and the student community and contributes to India’s vision of prosperous and stable world order by furthering strategic cooperation with like-minded nations across the world. For further details please log in to <https://rru.ac.in/>

**About the Project**

RRU is initiating Project AKLVYS (Amrit KaushaL Vikas Yojna- Suraksharth), a placement-linked training programme for youths from economically backward areas of India to realign their focus toward national security and make them employable in the security domain. The duration of the training is 160 hours to be completed in 20 business days.

**Location of the Project:** Lucknow, Gorakhpur, Compierganj, Mau, Kaithi-Varanasi, Dudhi-Sonbhadra, Duhai-Ghaziabad, Tehri Garhwal-Mussoorie and Dehradun

**Expected Project Inauguration Date:** 27.06.2022(Selected interns will be reporting on the location on or before 23rd/24th June 2022 to verify pre-arrangements before the inauguration of the project)

**Expected Job Fair Date:** 22.07.2022(Selected interns will have to report on the allotted training center locations till 24th July 2022 to submit the reports and analysis of training andposting of the trained candidates)

**Role Description:**

QA is proposed to be the monitoring authority at the ground level. He/She is suggested to review and report day-to-day activities at the ground level. The report submitted shall be inclusive of the training center, boarding/lodging facilities, food quality, and (or) any other issues related to the conduct of the programme. He/ She is supposed to immediately report the University Level and Project Specialist/Consultant in case of any non-compliance issues or (and) misconduct or (and) misrepresentation of any fact or (and) any fraudulent activity or (and) any other alarming issues which can have a negative impact on the programme.QA is empowered to visit any books of record which is relevant to the conduct of the programme.

**Roles and Responsibilities***:*

* 1. Quality Analyst shall be responsible for the quality check of the entire training programme at the training center, lodging/boarding facility, a mess, or food facility.
	2. Quality Analyst shall be responsible to report any kind of deviation or discrepancy in the due diligence/ day to day functioning/bill submission and (or) any other matter relating to the programme on the real-time basis.
	3. Quality Analyst shall be responsible to act as a whistleblower and report any kind of fraudulent activity and (or) any other negative activity that may (may not) impact the reputation of the programme and(or) the University.
	4. Quality analyst shall be responsible for the completion and analysis of the feedback forms from the trainees.
	5. Quality Analyst shall be responsible for the
	+ daily monitoring of training center, documents verification, and data verification.
	+ Conducting Inspection for Due Diligence.
	+ Training Inspection and verification.
	+ Hostel Facilities Inspection.
	+ Placements Verification.
	+ Documenting and maintaining the verification reports.
	+ Submitting the Verification reports to the Project Specialist/ Consultant.
	+ Liaisoning with the RRU dignitaries visiting the training center
	+ Ensure that processes are established, implemented, and maintained as per the SOP guidelines.
	+ Actively participate in the conduct and management of Job fairs, if any.
	+ Review and maintain the Quality System and ensure its completeness and accessibility.
	+ Managing Internal and External Audits & acknowledging the inputs wherein by the auditors promptly.
	+ Any other work as directed by Rashtriya Raksha University.

**Who Should Join the Internship?**

* + The one who is from Social Science, Commerce, Management, or Public Admin background
	+ The one who is Proficiency in Microsoft Office programs
	+ The one who is available full time from 23rd June 2022 to 24th July 2022
	+ The one who is willing to be at the project site 24x7
	+ The one who has good observation and Analytical Skill
	+ The one who wants to sharpen his/her leadership skills

**Facilities Shall be provided to the Intern**

* + A stipend of Rs 7500/-
	+ Free Boarding and Lodging
	+ Internship Certificate from Rashtriya Raksha University, an institute of National Importance
	+ Reimbursement of Travel expenses (2nd sleeper train fare or Actual Bus fare whichever is applicable)
	+ Great Learning and Leadership Experience

**Total No of vacancies**: 10

**Application Document:**

* CV (maximum 2 pages, including names of two referees)
* Contact details as requested in the attached form

**Please Note:**

* Training Centre locations will be allotted to interns by RRU only.
* Selected interns will be reporting on the location on 23rd/24th June 2022 to verify pre-arrangements before the inauguration of the project and will have to report till 24th July 2022 to report the certificates andposting of the trained candidates.
* Candidates not furnishing their documents as requested above may consider their application automatically disqualified
* Female candidates are encouraged to apply.
* The role requires a physical presence on the training premises – boarding and lodging on the campus will be facilitated
* Interested candidates can submit their resume with the application form on or before 18th June 2022 till 1700 HRS to internships@rru.ac.in and cc to saumya.dwivedi@rru.ac.in
* The short-listed candidates will be called for an online interview on 20th June 2022