



# **C.V. Raman Global University**

## **Bhubaneswar - 752 054 (Odisha)**

<https://cgu-odisha.ac.in/>

**Mail us at: [recruitment@cgu-odisha.ac.in](mailto:recruitment@cgu-odisha.ac.in); Contact: +91 9040930328**

## **Job Description for Assistant Admin Officer (CGU BEST Centre)**

### **Who We Are**

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C.V. Raman Global University (CGU), Odisha started in 1997 as a degree-level engineering college, named as C.V. Raman College of Engineering (CVRCE). With 25 Centres of Excellence set up in collaboration with industry leaders across the board, the university today has over 20 start-ups working under its AIC & TBI incubation centre.

### **Our Accreditations:**

- Within top 100 Engineering Institutions in India by NIRF (National Institute Ranking Framework), MHRD, and Govt. of India since 2016 till date.
- NBA accreditation has been granted to the Computer Science and Engineering (CSE), Mechanical Engineering, and Electronics and Communication Engineering (ECE) programs.
- Recognized as S.I.R.O (Scientific and Industrial Research Organization) by D.S.I.R., Government of India.
- CGU awarded “Skill Champion” by Govt. of Odisha in 2023
- CGU awarded Higher Education Excellence award by FICCI in 2022
- As per Times Engineering Survey (2024), CGU secured a notable position among the top engineering colleges in the country, ranking 35th among the top privately run engineering institutes nationwide and 4th in the eastern region.
- The University was recognized as a "PERFORMER" in the "University & Deemed to be University (Private/Self-Financed) (Technical)" category in the Atal Ranking of Institutions on Innovation Achievement (ARIIA) 2021, a flagship program of the Ministry of Education, Government of India.

### **Notable Awards and Honours:**

- In the field of research, the University received grants over 5 crores in 2022.
- Ms. Manisha Padhi, alumni of CGU have been appointed as the ADC to The Hon’ble Governor of Mizoram in 2023 and became the first ever female to hold the position.
- Ms. Swagatika Mohanty, Civil Engineering (2013-17), has bagged the 15th rank in Odisha Civil Services Exam in 2023 and is now a functional, respectable, responsible OAS.
- Safia Aktar, Anshu Kumari, and Radhika Rani Panda won the 1<sup>st</sup> prize at “10-Hour Women Hackathon” organised by Trithon Triplets 2k23.
- Abhishek Kumar, B.Tech (ECE) awarded the Visweswaraya Prativa Puraskar at Odisha Technological Conclave, 2023.
- Mr. Praveen Giri won the Silver Medal in the area of Water Technology at World Skills, Stuttgart, Germany, 2022.
- Mr. Subrat Patel won Medallion of Excellence in the area of Restaurant Services at World Skills, Stuttgart, Germany, 2022.
- 9 students represented India in World skills 2022 in 7 various Skills.
- CGU won Smart India Hackathon (SIH) 2022 in Software Edition.



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### **What We Offer**

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- Undergraduate Courses: 28
- Postgraduate Courses: 33
- PhD in all Programs

### **About CGU BEST Centre**

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Bajaj Engineering Skills Training (BEST) is a flagship Corporate Social Responsibility (CSR) initiative of Bajaj Auto Ltd. dedicated to bridging the critical skills gap in the manufacturing sector. The CGU BEST centre is a collaborative effort to provide hands-on skill development programs for the young individuals, enhancing their employability.

### **Where You Come In**

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The Assistant Admin Officer supports the efficient running of BEST-Centre of Excellence by managing administrative tasks, coordinating training schedules, maintaining records, and providing support to both trainers and trainees. They serve as the first point of contact for inquiries and ensure the training environment is organized and welcoming.

### **Supervision Details:**

Immediate Supervisor: Admin Head  
Job Location: Bhubaneswar CGU Campus

### **Duties & Responsibilities:**

#### **1. General Administration:**

- Handle day-to-day office operations, including correspondence, phone calls, and emails.
- Maintain organized filing systems for student records, course materials, and financial documentation.
- Manage office supplies and inventory to ensure the smooth functioning of the center.
- Prepare and distribute training schedules, certificates, and feedback forms.

#### **2. Trainee and Trainer Support:**

- Welcome and assist trainees, trainers, and visitors in a professional and friendly manner.
- Provide information about courses, schedules, fees, and enrollment procedures.
- Support trainers by preparing training materials, handouts, and equipment.
- Handle enrollment processes, including form collection, payment processing, and documentation.

#### **3. Event and Schedule Coordination:**

- Organize and coordinate training programs, workshops, and events.
- Manage training schedules, room bookings, and equipment setup.
- Monitor attendance records and follow up on absentees.

#### **4. Financial Administration:**

- Process invoices, payments, and receipts.
- Maintain accurate financial records and assist in budget monitoring.
- Prepare monthly financial summaries for management review.

#### **5. Compliance and Reporting:**

- Ensure compliance with health, safety, and legal regulations within the training center.



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- Prepare reports on attendance, student feedback, and program evaluations.
- Assist with audits and accreditation processes when required.

### **Who Are We Looking For**

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- Minimum set Qualification: Graduation/ MBA with a first-class career throughout
- Experience: 2- 3 Years (Experience in Accounting is preferable)

### **What We Expect from You as the Admin Staff:**

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The ideal candidate is expected to have the skills e.g., problem-solving, Time Management, Multitasking, Technical Proficiency & Teamwork.

For more details, visit us at <https://cgu-odisha.ac.in/>.



### **Want to be a part of Our Organization?**

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Please write to us and share your updated CV/ Resume at [recruitment@cgu-odisha.ac.in](mailto:recruitment@cgu-odisha.ac.in) and apply on <https://recruitment.cgu-odisha.ac.in/>