



# 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 Support Staff (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 during 2016, 2017, 2018, 2019, 2020, 2021, 2022 & 2023.
- 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 (2022), 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 Programs: 15

### 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 Support Staff member will provide essential administrative and operational support to ensure the smooth functioning of BEST-Centre of Excellence. The role involves assisting trainers, participants, and administrative personnel in daily activities, maintaining a well-organized office environment, and contributing to the effective delivery of training programs.

### Supervision Details:

Immediate Supervisor: Admin Head (BEST Centre)

Salary Information: Rs 10,000 to 15,000 per month (Depending on the experience & interview performance)

Job Location: Bhubaneswar CGU Campus

### Duties & Responsibilities:

1. Administrative Support:
  - Assist in maintaining records, files, and documents related to training programs, attendance, and evaluations.
  - Prepare and distribute training materials, schedules, and other documentation.
  - Respond to emails, phone calls, and in-person inquiries regarding training programs and activities.
2. Logistics Management:
  - Coordinate the setup of training rooms, including arranging seating, AV equipment, and materials.
  - Manage inventory of office supplies, training materials, and equipment, ensuring timely replenishment.
  - Assist with the organization and scheduling of training sessions, workshops, and events.
3. Support for Trainers and Participants:
  - Act as a point of contact for trainers and trainees during sessions.
  - Address immediate needs or issues such as technical support, resource requests, or other inquiries.
  - Distribute feedback forms and collect data for evaluation purposes.
4. Office Maintenance:
  - Ensure the training centre's office space is clean, organized, and conducive to productivity.



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- Collaborate with facility management to address maintenance or repair needs.
5. Data and Reporting:
- Update databases with participant information, attendance, and feedback.
  - Compile reports on training outcomes, participation rates, and other relevant metrics as needed.

## Who Are We Looking For

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- Minimum set Qualification: Diploma in Office Assistant
- Experience: 2 Years (Office Management)

## What We Expect from You as the Support Staff:

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The ideal candidate should have the skills e.g., problem-solving, Time Management, Multitasking, Technical Proficiency.

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/>