



# 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 9040097244

## Job Description for Administrative Officer

### 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

### Where You Come In

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The Administrative Officer will play a key role in making decisions about the strategic direction of the university related to administration and bringing commitment towards equitable practices that empower our employees to meet their fullest potential. Must possess the ability to masterfully influence and manage all matters related to strategy and people operations while partnering closely with the Department of Human Resources and collaborating and engaging internal/external stakeholders with a sense of resiliency and calmness under pressure.

You are required to be responsible for managing the department's operational strategy and effectiveness to include developing an end-to-end talent plan for our growing team. The Administrative Officer will set the departmental vision and direction for attracting, engaging, developing, retaining, and embedding a talent-focused culture within the department. Responsibilities also include the important work of building and implementing foundational processes and procedures to support a diverse, equitable and inclusive workforce.

#### Supervision Details:

**Immediate Supervisor:** Registrar, CGU

**Indirect Supervisors** – President & Vice President

**Direct Reportees:** Security Officer, Transport Manager, Housekeeping Head and Horticulture Head

**Working Relationship:** Deputy Registrar (HR), Deputy Registrar (Student Life Cycle) , Deputy Registrar (IQAC) , Chief Finance Officer, Chief Warden of Hostels, Department Heads, Business Heads, Chief Technology Officer, Chief Purchase Officer, Admin Head, Security Head, Canteen Manager and Executive Chef of Central Canteen, Personnel officer and Legal Officer.

#### Duties & Responsibilities:

1. Plans and implements departmental policies and programs that provide services and support to the University administration.
2. Plans, implements and provides agency wide training and development policies and programs designed to establish, maintain, and enhance the regulatory, technical, professional, and leadership skills needed by employees to accomplish the mission of the University.
3. Administers and manages the University's services and occupational safety and health programs and arrangement of health check up camps, eye check up camps and others.



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4. Develops and implements departmental recruitment and retention strategies to achieve a high-quality diverse workforce with the skills needed to accomplish program goals and objectives. Ensures strategies promote workforce and leadership diversity.
5. Identifies departmental critical skill and training needs and strategies to close critical skill gaps. Creates and implements a phased, multi-year talent vision, strategy, and plan that support a diverse, equitable, and inclusive work environment.

### **Operational responsibilities of AO:**

1. Assist the Registrar in the day-to-day administrative functions of the University, and also in developing policies, procedures, and systems which ensure productive and efficient administrative operations.
2. Assist in the preparation of contract agreement/document for canteen operations, Security services, general maintenance, and supply of Private Vehicles by Travel agencies, as required.
3. Oversees and manages the transport operations with the assistance of Transport Manager and ensures provision of convenient, safe and hassle-free transport to the students and staff as per the University policy and in conformance with RTO rules.
4. Make logistic arrangements for Foundation Day, Convocation Day, Traditional Day, FDPs, placements, conferences, BoS meetings, BOG meetings, Academic Council meetings, faculty selection interviews, Industrial visits, and such other events.
5. Liaison with consulting architects/engineers for translating the University's needs into specific requirements.
6. Co-ordinate provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories, washrooms, electrical installations, RO plants, bore wells, furniture, campus green cover, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.
7. Manage admission process of students related to administration in co-ordination with Admission Head & Admission Cell.
8. Ensure campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.
9. Oversee the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.
10. Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Registrar, PA to President, and Vice-Chancellor, and to Police, with proper approvals from the Competent Authority.
11. Oversees canteen services, administers canteen service contract if any, with the assistance of Canteen/Food committee.
12. Serve as the primary point of contact and liaison with public, state Government departments, MROs, Police, Election Commission, student organizations, and other entities for administrative information about the University.



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13. Co-ordinate response to legal notices, filing of petitions and liaisons with advocates representing the college.
14. Co-ordinate disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.
15. Manage distribution of incoming mails, and dispatch of out-going mails.
16. Identify training needs of office staff, and organizes staff development programmers.
17. Recruit ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures.

### **Other Roles & Responsibilities:**

1. Carry out periodical shuffling of ministerial and contingency staff across departments/sections, in co-ordination with HoD's/ Sections-in-charge, following proper procedures.
2. Prepare capital and operating budgets for Administration department, exercises budgetary control so as to regulate expenditure to the levels of provision in the approved budget.
3. Monitor fuel efficiency of transport vehicles periodically and takes corrective actions as required.
4. Monitor and controls repairs and maintenance expenses towards vehicles, furniture, sanitary
5. Keep an inventory of office equipment and furniture, identifies them with unique asset Nos., co-ordinates annual verification of the assets in co-ordination with the Chief Auditor.
6. Convene meetings with Transport Manager, at least once in 2 weeks, to review transport operations, acts promptly to resolve issues, if any, forward a copy of the minutes to Registrar and President.
7. Convene meeting at least once in 3 months with the key persons of the service departments, acts on the problems, if any, with promptness and forwards a copy of the minutes to Vice Chancellor and Registrar.
8. Review the working of Transport section, Maintenance section, Security, Canteen on a regular basis and prepares quarterly reports on the performance vis-à-vis set goals (preferably physical), suggestions/complaints received and closed, future plans for improvement in line with the University's motto of "striving towards perfection" requiring continuous improvement.
9. Guide and assists Transport Manager in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance and experience of drivers, ensuring optimum use of college resources,
10. Any other functions assigned by the Competent Authority from time to time.

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

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- Minimum educational qualifications must be **BA/B.Sc/B.Com** with a good academic track record.
- At least **1 to 2 years** or more of relevant experience in administration department.
- Ex-serviceman/Ex-army personnel within the age group of **45 -50 years** shall be given preference.
- Good knowledge of computers - Windows and Microsoft Office applications (Word, Excel etc.)



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- Good communication skills.
- Fluent in Hindi, good in English.
- Ability to learn and work independently.
- Good problem solving skills.
- Basic organizational and administrative skills.
- Ability to multitask and work under pressure.

## **We Expect from You as the AO:**

The Administrative Officer will help to promote a customer-oriented service attitude and serves as the one-point contact of all facilities provided by the University officer and responsible for providing leadership and general management of the security, canteen, housekeeping, hostel services provided by the University.

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/>. We eagerly await to hear from you.