



C.V. Raman Global University

Bhubaneswar - 752 054 (Odisha)

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

Mail us at: recruitment@cgu-odisha.ac.in; Contact: +91 9040930328

Job Description for Human Resource Executive

Who We Are

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 1st 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.



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- 9 students represented India in World skills 2022 in 7 various Skills.
- CGU won Smart India Hackathon (SIH) 2022 in Software Edition.

What We Offer

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

Where You Come In

We are seeking an experienced and dedicated HR Executive to manage all aspects of human resources for our organization. The ideal candidate will be a compassionate and effective communicator with a deep understanding of HR principles, labor laws, and employee relations. The responsibilities of the role include, but are not limited to, recruitment and onboarding, payroll management, performance evaluation, and policy implementation. The HR Executive will also be responsible for fostering a positive work environment, ensuring legal compliance, and promoting employee development and engagement.

Duties and Responsibilities:

1. Letter Management

- Prepare letters such as Employment letters, Appraisal letters, Relieving letters, Experience letters etc., as per request.
- Prepare Employment contracts for all new joiners as directed with accurate and relevant information.

2. Files & Records Management

- Managing and updating pertinent employee documents on Google Drive and repository.
- Creating personnel physical files with pertinent documents and letters for all new hires.
- Ensuring that all pertinent employment contracts, back papers, and other documents are scanned and filled in the appropriate employee files for current employees.

3. Leave Management

- Assist with Leaves tracking & pending leaves to-be-updated by Staff and Admin.
- Track, validate and update Loss of Pay (LOP) cases with accuracy in excel trackers and HRMS software.
- Track, validate and update Compensatory-Offs in excel trackers.

4. MIS and Reports

- Provide timely and accurate reports such as new joiner reports, exit reports, employee reports as per requirement.



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- Maintain accurate database of reports on a monthly basis.
- Track and provide punch-in & punch-out reports as per requirement.
- Assist the HR section with preparation of paperwork and documentation for Audit purposes, when required.

5. Administrative Tasks

- Assist and accompany with visits to EPFO office, ESI office as per request with relevant documentation.
- Coordinate with concerned internal departments/individuals for team meetings, get-together etc.
- Participate in the accreditation process during visit by various regulatory agencies.
- Proficient in recording minutes of the meetings, sharing actionable with stakeholders and follow-up for closure of action points.

6. HR Operations

- Manpower planning in co-ordination with the Departmental Heads (teaching and non-teaching) to find out suitable vacancies.
- To liaise with the President and Vice Chancellors office to ensure that the recruitment advertisements are published in print and social media based on the available vacancies.
- Schedule interviews for recruitment and document the proceedings for approval.
- Updating Recruitment & Exit trackers with relevant information respectively.
- Assist with new joiner Orientation & Induction at the start of the Academic year.
- Assist with Exit clearances of leavers on the last working day.
- Conduct written & verbal Reference Checks for offered candidates.
- To ensure that all the job portals subscriptions are active and functional at any point of time.
- Assist and collate accurate inputs for monthly Payroll processing by coordinating with different stakeholders.
- Ensure that the employee appraisal form is conducted timely.
- Assist and guide the employees in filling up the PAR format if need be
- Timely collection of the filled in format.
- Computation, analysis and presentation of the reports as per SOP.

Who Are We Looking For

- Career 1st Class throughout (60% Career)
- MBA in HR /PMIR with good academic track record.
- At least Two years or more of relevant experience in HR / administrative in any Industry/ Corporate/ higher education/ University.

What We Expect from You as the HR Executive

Strong analytical, organizational, and creative thinking skills.

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



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Want to be a part of Our Organization?

Please write to us and share your updated CV/ Resume at recruitment@cgu-odisha.ac.in and apply on <https://recruitment.cgu-odisha.ac.in/>. We eagerly await to hear from you.