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 Administrative Officer

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.
- 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

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

Where You Come In

We are seeking a highly organized and proactive Administration Officer to manage all administrative functions for our newly established Koderma campus. 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. This role will involve overseeing the initial setup of the campus, including potential redesigning and renovations, as well as ongoing administrative support. 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.

Supervision Details:

Immediate Supervisor: Registrar, CGU

Indirect Supervisors: President & Vice President.

Duties & Responsibilities:

I. Strategic Administration & Policy:

1. Liaison with consulting architects/engineers for translating the University's needs into specific requirements.
2. 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.
3. Co-ordinate response to legal notices, filing of petitions and liaisons with advocates representing the college.
4. Co-ordinate disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the public as they arise.
5. Manage campus events and meetings.
6. Identify training needs of office staff and organizes staff development programmers.

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II. Infrastructure & Facilities Management:

1. Co-ordinate provision of, and maintains, the campus infrastructure, installations, office equipment like classroom, 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.
2. Oversee the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.
3. 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.
4. Monitors CCTV 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.

III. Contract Management & Procurement:

1. Manage vendor relationships and negotiate contracts for services.

IV. Student Administration:

2. Manage admission process of students related to administration in co-ordination with Admission Head & Admission Cell.

V. General Administration & Support:

1. Manage distribution of incoming mails, and dispatch of out-going mails.
2. Supervise and coordinate the work of administrative support staff (if applicable).

Who Are We Looking For

- Minimum educational qualifications must be **MBA/PGDM** with a good academic track record.
- At least **5 years** or more of relevant experience in administration department.
- Ex- Serviceman/Ex- army personnel with age group of 45 – 50 Years shall be given preference
- Good knowledge of computers - Windows and Microsoft Office applications (Word, Excel etc.)
- 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 ideal candidate will be a resourceful problem-solver with a strong background in administration, excellent communication skills, and the ability to manage multiple projects simultaneously, with experience in managing vendors and negotiating contracts.

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

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Want to be a part of Our Organization?

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