



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 Store keeper

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 Pratiba Puraskar at Odisha Technological Conclave, 2023.



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- 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.

What We Offer

- Undergraduate Courses: 18
- Postgraduate Courses: 19
- PhD in all Programs

Where You Come In

We are seeking a dedicated, highly efficient, and detail-oriented Storekeeper for our Central Canteen Store. The ideal candidate will take ownership of inventory management, ensuring systematic storage, accurate record-keeping, and the seamless supply of groceries and essential consumables to support uninterrupted, large-scale food production for students and staff.

Duties & Responsibilities:

The storekeeper is required to ensure:

- (i) Proper receipt, storage, preservation and maintenance of all grocery and consumable items.
- (ii) Proper issue of materials against authorised requisitions with necessary receipt and issue records.
- (iii) Prevention of wastage, expiry, deterioration and damage of grocery items.
- (iv) Proper stock rotation and regular physical verification stock.
- (v) Maintenance of adequate emergency/buffer ration for uninterrupted canteen operations.
- (vi) Proper handling and accounting of bulk quantities of groceries and other consumable materials.
- (vii) Timely submission of bills and supporting documents to the concerned Purchase/Accounts Office.
- (viii) Maintenance of proper stock registers, receipt/issue records and balance statements.
- (ix) Immediate reporting of shortages, damaged/ expired items and other discrepancies.
- (x) Ensuring availability of essential grocery items for smooth and uninterrupted functioning of the Central Canteen.

Who Are We Looking For

- Minimum Graduate/Diploma in Supply Chain, Materials Management, Hotel Management, or related field.



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- Minimum experience 2 to 5 years of proven storekeeping experience, preferably within commercial kitchens, central canteens, catering companies, or hospitality environments handling high-volume inventory

We Expect from you as the Store Keeper:

We expect a proactive professional with strong computer skills especially in MS Excel/Tally to maintain clean digital stock registers, inventory records, and billing documents.

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/>



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