



# 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 HR Intern

### 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. It is a vibrant community of students, faculty and staff members committed to making a difference in society by leading with innovation and purpose.

### Where You Come In

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#### I. Internship Details:

- **Start Date:** Starting from 15<sup>th</sup> April, 2025
- **Location:** C.V Raman Global University, Bhubaneswar, Odisha
- **Stipend:** Rs.10,000 (with BBA) - Rs.15,000 (with MBA) (Depends on the interview performance)

#### II. Duties & Responsibilities:

Assisting the HR team in the below mentioned assignments:

- Sourcing Candidates
- Screening and Shortlisting
- Interview
- Any other duty as and when assigned

#### III. Desired Skills & Qualities:

- Strong communication skills, Proficient in MS Office, Enthusiasm for learning.

### Who Are We Looking For

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#### Eligibility & Requirements:

- Qualifications: A **BBA** or **MBA** in HR or IR, with a first-class academic career, and expected graduation in 2025 with no backlogs.
- Willingness to dedicate 3 months/ 6 months to the internship program.

#### Benefits From the Internship:

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- Hands-on Experience.
- Mentorship
- Potential for Future Employment (Based on performance and University needs)



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- Certificate on successful completion of internship program.

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

## Want to be a part of Our Organization?

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### Application Process:

- **Application Form:** Fill the below given Application Form (Application Link)
- **Application Deadline:** 07 days from the date of receiving the circular
- **Selection Process:** Resume Screening, Psychometric Test, Physical/Personal Interview