



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 Legal 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 Pratiba 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

This position is responsible for providing high quality legal advice to the various departments of the University on a full range of legal and challenging operational issues, in accordance with the following principles: instill and foster a culture of legal compliance, advocate for Ethics & Compliance across all levels and build relationships with external legal advisors.

Supervision Details:

- Immediate Supervisor: Registrar
- Indirect Supervisors –President, Vice-President, Vice Chancellor
- Working Relationship: Deputy Registrar, Asst.Registrars, Section Officers, Personal Assitants, HoDs of all departments.
- Work Schedule: Monday to Saturday
- Salary Information: Salary commensurate with qualifications and experience.
- Job Location: Bhubaneswar campus of CGU

Who Are We Looking For

- Retired Personnel with a minimum of 25 Years of experience in PSUs either in manufacturing or service sectors.
- Proven track record in Legal Advisory, Contract Management, Regulatory Compliance, litigation Management, Dispute resolution, Risk Management, policy formulation & review, Intellectual Properties & Research compliances, liaison with authorities and documentation record keeping.

What We Expect from You as the Legal Officer

Legal Risk:

- Review and provide legal advice on MOUs, Contracts, and tender documents.
- Review ongoing cases and advice management accordingly.
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Provide legal protection and risk management advice to management especially on contract management.
- Provide and interpret legal information, conduct training and disseminate



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appropriate legal requirements to staff.

- Policy development Review and advice management on legal implications of internal policies and procedures.
- Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements in the countries where we work.

Litigation management:

- Review progress of outstanding litigation and liaise with and manage external lawyers.
- Identify local needs and develop efficient resource smart solutions.
- Continuously monitor compliance with statutory obligations and advise the management accordingly.

Contract negotiation:

- Review all contracts or any other documentation where the University has committed itself and assess legal implications that need to be brought to the senior management's attention.
- Prepare, review and modify contractual instruments to assist and support various activities.
- As needed, provide guidance on contract matters to project managers or other operational staff Develop and implement procedures for contract management and administration in compliance with university policy.
- Negotiate, review and draft documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time.

For more details of the Key accountabilities and duties, reach out to us at recruitment@cgu-odisha.ac.in.





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Want to be a part of Our Organization?

Please write to us at recruitment@cgu-odisha.ac.in. Please share your updated resume CV / Resume when you are writing to us. We eagerly await to hear from you.