



C.V. Raman Global University Bhubaneswar - 752 054 (Odisha)

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

Mail us at: recruitment@cgu-odisha.ac.in; Contact: +91 9040097244

Job Description for Placement 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 during 2016, 2017, 2018, 2019, 2020, 2021, 2022 & 2023.
- 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 (2022), 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 Programs: 15

Where You Come In

The Placement Executive will play a pivotal role in facilitating employment opportunities for students by building and nurturing relationships with potential recruiters, coordinating campus recruitment activities, and providing career development support. The ideal candidate will have excellent organizational, communication, and interpersonal skills, with a strong understanding of current industry trends and recruitment practices.

Supervision Details:

Immediate Supervisor: Placement Officer, CGU

Indirect Supervisors – President, Vice President, Vice-Chancellor, Registrar, Deputy Placement Officer, HODs of all Depts.

Working Relationship: Deputy Registrar, Chief Finance Officer, Chief Warden of Hostels, Department Heads, Business Heads, Chief Technology Officer, Chief Purchase Officer, Admin Head, Security Head, Canteen Manager and Executive Chef of Central Canteen, Personnel officer, Department Placement Co-Coordinator Legal Officer and Trainees.

Duties & Responsibilities:

1. Placement Coordination

- a. Act as a liaison between the university and recruiters, fostering strong relationships with companies to secure placement opportunities.
- b. Coordinate campus placement drives, including scheduling, logistics, and ensuring smooth execution of recruitment processes.
- c. Maintain updated records of placement activities, employer contacts, and job opportunities.

2. Student Training and Support

- a. Assist in organizing pre-placement training sessions such as resume building, interview preparation, group discussions, and soft skills development.
- b. Co-ordinating the career planning activities of the students and provide support in identifying suitable job roles based on their skills and interests.
- c. Collect and record the feedback from students and recruiters' post-placement drives to enable the leadership team to improve processes.



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3. Employer Engagement

- a. Prepare and provide data to communicate with industry professionals in discussion with the HoD.
- b. Proactively assist the placement cell in inviting leading companies across industries for campus recruitment drives and other career events.
- c. Collaborate with faculty and administration to highlight students' achievements and enhance the university's reputation among employers.

4. Event Management

- a. Assist and co-ordinate in organising career fairs, industry interaction sessions, guest lectures, and other events to provide students with exposure to industry trends and expectations.
- b. Coordinate with internal teams for the seamless execution of events and ensure proper branding and outreach.

5. Data Management and Reporting

- a. Maintain a comprehensive database of student profiles, placement records, and recruiter feedback.
- b. Prepare periodic reports on placement statistics and related activities for university leadership.
- c. Ensure confidentiality and accuracy in all placement-related documentation.

6. Market Research and Networking

- a. Stay updated on market trends, emerging job roles, and recruitment patterns.
- b. Co-ordinate on behalf of the University for Career-related workshops, seminars, and networking events to build professional connections and promote the university.

Who Are We Looking For

- Bachelor's/Master's degree in Management, Human Resources, or a related field.
- Proven experience (2–3 years) in placement coordination, or recruitment (preferably in an educational institution).
- Excellent communication, negotiation, and relationship-building skills.
- Strong organizational abilities with attention to detail and a proactive approach to problem-solving.
- Familiarity with placement management systems and career development tools is an added advantage.



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What We Expect From You as the Placement Executive

As a Placement Executive at CV Raman Global University, you are expected to bring enthusiasm, professionalism, and a proactive approach to support the university's vision of empowering students with exceptional career opportunities.

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



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.