



# **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 90409 30328**

## **Job Description for Junior Assistant**

### **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.

### **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 1<sup>st</sup> 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**

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

### **Where You Come In**

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We are looking for dynamic, energetic and skilful candidates for the appointment of Junior Assistant in various functional departments of the University.

#### **Supervision Details:**

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

#### **Duties and responsibilities:**

##### **For VC Office**

- Provide general administrative and clerical support, including photocopying, scanning, and filing documents.
- Manage and maintain organized filing systems, both physical and electronic.
- Assist with data entry and maintain accurate records.
- Handle incoming and outgoing mail and correspondence.
- Answer and direct phone calls professionally and courteously.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Prepare meeting agendas, take minutes, and follow up on action items as needed.
- Assist with the preparation of reports, presentations, and other documents.
- Maintain office supplies and place orders when necessary.
- Provide support to other departments as required.
- Perform other administrative duties as assigned.

##### **For HR Department**

- To generate various reports, data management, filing, updating of records, maintaining inward/outward of documents, document tracking.
- To support in various HR functions.
- Conducting and coordination of various events organised by the HR department.
- Assisting the Registrar in day-to-day documentation work.



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### ***Desired Skill sets required for the HR Dept.:***

Knowledge about various HR functions like Leave, Attendance, Insurance, ESIC, Training, IR, Service Rules and laws, etc. Knowledge of coordinating HR events, Knowledge of report generation and data management.

### **For Admin Department**

- Handling incoming and outgoing mails (Electronics & paper Based).
- Handling guest house, vehicle management and event management.
- Drafting and typing letters, attending telephones and assisting visitors, managing & maintaining appointments.
- Assist in day-to-day Admin activities.

### ***Desired Skill sets required:***

Ability to draft routine letters or mails independently Knowledge of routine Admin work like transport management, security management etc.

### **Who Are We Looking For**

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- Graduate/Postgraduate in any discipline
- Candidates with MBA and first class career throughout will be given preference.
- Six months certificate course in computer Operations.
- 2 years working experience in relevant field for Graduates or 1 year for a post graduates.

### **What We Expect from You as the Junior Assistant**

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Above mentioned all departments require: Excellent command over written and verbal English communication, Expert in MS Office - Word, Excel, Power Point, Excellent Drafting skills, pleasant personality & good interpersonal skills, should have multifunctional capabilities, Ability to Work Under Pressure and flexible in terms of working hours.

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



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