



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 Mobilization Officer (CGU BEST Centre)

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

About CGU BEST Centre

Bajaj Engineering Skills Training (BEST) is a flagship Corporate Social Responsibility (CSR) initiative of Bajaj Auto Ltd. dedicated to bridging the critical skills gap in the manufacturing sector. The CGU BEST centre is a collaborative effort to provide hands-on skill development programs for the young individuals, enhancing their employability.

Where You Come In

The Mobilization Officer plays a critical role in driving outreach and enrollment efforts for the BEST Centre of Excellence. The candidate is responsible for identifying and engaging potential trainees, fostering relationships with community stakeholders, and ensuring the timely mobilization of candidates to meet training program goals.

Supervision Details:

Immediate Supervisor: Admin Head(BEST Centre)

Salary Information: Rs 25,000 to 35,000 per month (Depending on the experience & interview performance)

Job Location: Bhubaneswar CGU Campus

Duties & Responsibilities:

1. Trainee Mobilization and Outreach:

- Conduct community outreach and awareness campaigns to promote training programs.
- Identify and engage potential trainees through field visits, meetings, and events.
- Build and maintain a database of interested candidates for training programs.

2. Stakeholder Engagement:

- Collaborate with Technical Institutes and organizations to identify potential candidates.
- Develop partnerships with local government authorities and employment agencies to increase program visibility.

3. Pre-Training Support:

- Assist potential candidates with the application and registration process.
- Provide information on training schedules, eligibility criteria, and program benefits.
- Conduct orientation sessions to prepare candidates for the training programs.

4. Monitoring and Reporting:

- Maintain records of mobilization activities, outreach campaigns, and candidate data.



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- Prepare and submit periodic reports on mobilization progress to the management team.
- Monitor and ensure the mobilization targets are met within the specified timeframe.

5. Communication and Coordination:

- Act as a liaison between the BEST (Bajaj Engineering Skills Training) centre and the community.
- Address queries and concerns from candidates and stakeholders.
- Coordinate with internal teams for program updates and mobilization strategies.

6. Placement Assistance

- **Employer Engagement:** Build and maintain relationships with employers to identify job opportunities for the candidates.
- **Placement Drives:** Organize job fairs, campus recruitment events, and employer visits to facilitate interviews for trainees.
- **Job Matching:** Align candidates' skills and career aspirations with suitable job roles in relevant industries.
- **Resume Building and Interview Preparation:** Support candidates in preparing resumes and provide coaching for interviews.

7. Post-Placement Support

- **Follow-up:** Monitor the progress of placed candidates and ensure they are adjusting well to their roles.
- **Feedback Collection:** Collect feedback from employers and candidates to improve the training and placement process.
- **Retention Support:** Address any challenges faced by placed candidates to ensure job retention.

8. Reporting and Documentation

- **Data Management:** Maintain detailed records of mobilization efforts, candidate information, training progress, and placement outcomes.
- **Reporting:** Prepare and present regular reports on mobilization and placement activities to the management team.

Who Are We Looking For

- Minimum set Qualification: Graduate/MBA or any relevant Master's with a first-class career throughout
- Experience: 5 Years (Mobilization of Trainees, Counselling, Training Centre)

What We Expect from You as the Mobilization Officer:

The ideal candidate is expected to have strong interpersonal and communication skills, proven ability to manage multiple priorities and deadlines, excellent organizational and planning skills.

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



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Want to be a part of Our Organization?

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