

WALK-IN-INTERVIEW

C. V. Raman Institute of Technology, a leading Pvt. ITI institute in Odisha requires :

Post : **Training Officer, Asst Training Officer**

(Electrician, Fitter, MMV, Mech Ref & A/C, Electronics Mech, Welder, Drawing Instructor, DEO/Computer Lab Asst.)

Eligibility: Candidates are advised to visit the website at :
<https://recruitment.cgu-odisha.ac.in/>

Eligible candidates are required WALK-IN for an interview at 10:00 AM as follows :

03/09/2022 - Electrician, Electronics, Welder & DEO/LA

05/09/2022 - Fitter, MMV, Mech Ref & AC, Drawing Instructor

Venue - C. V. Raman Global University

Bidyanagar, Mahura, Janla, Bhubaneswar-752054



ADMINISTRATOR

CVRIT, Bhubaneswar & Astarang

ELECTRICIAN TRADE

B.Voc/Degree in Electrical/ Electrical and Electronics Engineering from AICTE/UGC recognized engineering college / university with one-year experience in the relevant field.

OR

03 years Diploma in Electrical/ Electrical and Electronics Engineering from AICTEs / recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field.

OR

NTC / NAC passed in the trade of "ELECTRICIAN" with three years' experience in the relevant field

Essential Qualification: Relevant National Craft Instructor certificate (NCIC) in any of the variants under DGT

FITTER TRADE

B.Voc/Degree in Mechanical Engineering from AICTE/UGC recognized engineering college / university with one-year experience in the relevant field.

OR

03 years Diploma in Mechanical Engineering from AICTEs / recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field.

OR

NTC / NAC passed in the trade of "FITTER" with three years' experience in the relevant field

Essential Qualification: Relevant National Craft Instructor certificate (NCIC) in any of the variants under DGT

MECHANIC MOTOR VEHICLE TRADE

B.Voc/Degree in Automobile / Mechanical Engineering from AICTE/UGC recognized engineering college / university with one-year experience in the relevant field.

OR

03 years Diploma in Automobile / Mechanical Engineering from AICTEs / recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field.

OR

NTC / NAC passed in the trade of "Mechanic Motor Vehicle" with three years' experience in relevant field

Essential Qualification: Relevant National Craft Instructor certificate (NCIC) in any of the variants under DGT. **Must possess valid LMV driving licence.**

REFRIGERATION AND AIR CONDITIONING TECHNICIAN TRADE

B.Voc/Degree in Mechanical Engineering from AICTE/UGC recognized engineering college / university with one-year experience in the relevant field.

OR

03 years Diploma in Mechanical Engineering from AICTEs / recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field.

OR

NTC / NAC passed in the trade of "Mechanic Refrigeration & Air-conditioner" with three years' experience in relevant field

Essential Qualification: Relevant National Craft Instructor certificate (NCIC) in any of the variants under DGT.

WELDER TRADE

B.Voc/Degree in Mechanical / Metallurgy / Production Engineering / Mechatronics from AICTE/UGC recognized engineering college / university with one-year experience in the relevant field.

OR

03 years Diploma in Mechanical Engineering and allied from AICTEs / recognized technical board of education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field.

OR

NTC / NAC passed in the trade of "Welder" with three years' experience in the relevant field

Essential Qualification: Relevant National Craft Instructor certificate (NCIC) in any of the variants under DGT.

ENGINEERING DRAWING

B.Voc/Degree in Mechanical Engineering from AICTE/UGC recognized engineering college / university with one-year experience in the relevant field.

OR

03 years Diploma in Engineering from AICTEs / recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field.

OR

NTC / NAC passed in any one of the Mechanical group (Gr-I) trades caterorized under Engg. Drawing' / D'man Mechanical / D'man Civil' with three years' experience

Essential Qualification: National Craft Instructor certificate (NCIC) in relevant trade OR NCIC in RoDA / D'man (mech/civil) or any of its variants under DGT.

ELECTRONICS MECHANIC TRADE

B.Voc/Degree in Electrical/ Electrical and Electronics Engineering from AICTE/UGC recognized engineering college / university with one-year experience in the relevant field.

OR

03 years Diploma in Electrical/ Electrical and Electronics Engineering from AICTEs / recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field.

OR

NTC / NAC passed in the trade of "ELECTRONICS MECHANIC" with three years' experience in the relevant field

Essential Qualification: Relevant National Craft Instructor certificate (NCIC) in any of the variants under DGT

COMPUTER OPERATOR AND PROGRAMMING ASSISTANT TRADE

B.E./ B. Tech in Computer Science/ IT from Recognized University with one year experience in the relevant field.

OR

Post Graduate in Computer Science /Computer Application / IT or NIELIT B Level with one year experience in the relevant field.

OR

Bachelor in Computer Science / Computer Application / IT OR PGDCA from UGC recognized University or NIELIT A Level with two year experience in the relevant field.

OR

Three year Diploma from recognized Board/ Institute in Computer Science / IT with two year experience in the relevant field. OR National Apprenticeship Certificate or National Trade Certificate in the trade of Computer Operator and Programming Assistant and National Craft Instructor Training Certificate in the trade if available with three year experience in the relevant field.

Essential Qualification: Craft Instructor Certificate in relevant trade under NCVT

Position: Data Entry Operator

Job Responsibilities:

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Verifies integrity of data by comparing it to source documents.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a filing system and protects confidential customer information.
- Performs regular backups to ensure data preservation.
- Responds to requests to retrieve data from the database or electronic filing system.
- Uses basic office equipment (photocopy machine, facsimile machine, etc.)
- Maintains a satisfactory level of quality and productivity per department standards.
- Completes additional assigned tasks as required.

Data Entry Operator Qualifications/Skills:

- Excellent attention to detail
- Ability to multitask effectively
- Strong written and verbal communication skills
- Ability to perform repetitive tasks with a high degree of accuracy
- Comfortable working independently with minimal supervision

Education and Experience Requirements:

- Bachelor's degree or equivalent and career throughout 60%
- Associate degree preferred but not required
- 1-3 years of experience in data entry or equivalent training
- Ability to type a minimum of 40 WPM
- Experience with Microsoft Office (Microsoft Excel, Microsoft Word)
- Stenography will be given preference