

# C. V. RAMAN COLLEGE OF ENGINEERING

Accredited by NAAC as "A" grade Institute,  
Ranked 89 among top 100 Engineering Colleges in India by NIRF, MHRD  
Accredited by NBA for CSE, Elect, ETC, Mech, Civil, IT, Chem, & AEI  
Bidyanagar, Mahura, Janla, Bhubaneswar – 752054

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## RECRUITMENT FOR NON-ACADEMIC POSITION

### 1. PROJECT MANAGER, CIVIL :

**Qualification :** Degree / Diploma in Civil Engineering.

**Experience:** Minimum 15 years in pile foundation, construction of multi-storied buildings. Repair and maintenance of existing building, sewerage lines, drainage system etc.

### 2. LEGAL OFFICER :

**Qualification & Experience :** LLB/LLM with minimum 15 years experience in dealing with legal matters relating to students, employees, land disputes & other academic / non-academic issue of Educational institutes.

### 3. AUDITOR :

**Qualification and Experience :** Graduate having audit experience of minimum 10 years in Institutes / organization with age limit 40-50. Retired / VRS optees Govt. personal with relevant experience of minimum 15 years in Audit. Age below 65 years.

### 4. OFFICE SUPERINTENDENT :

**Qualification & Experience:** Graduates having experience in handling administrative jobs including file/ record keeping & managing academic, Examination, and University & Students matter. Experience of working as section officer / Supt. In Govt. officer will be given preference.

### 5. STUDENTS COUNSELLOR:

**Qualification & Experience:** MA in psychology with additional qualification in counselling to deal with students psychology and counsel them to tide – over various stress in life to become a good human being.

### 6. SECRETARY & OFFICE ASST.-CUM-DEO

**Qualification:** General Graduates/B.Tech/MBA having minimum 50% marks in graduation level.

**Essential Requirement:** Computer expertise (MS Office) with good typing speed having proficiency in communication skill

**Experience :** Minimum 2 years experience in Govt./Engg. Colleges/ reputed organization. Age with 30 years.

## 7. TECHNICAL TRAINER :

### **Qualification & Experience:**

- B.Tech in Mechanical, Electrical, Automobile from a reputed Institute.
- At least two (2) years of Industry Experience in the field of Mechanical / Electronics / Instrumentation / Electrical Engineering/ Automobile.
- Proficiency in Verbal Communication Skill.

## 8. WELFARE OFFICER

**Qualification and Experience :** Graduate with minimum two years experience in managing the Hostels & willing to stay in campus. Age limit: 40-50 years. Ex-service men may apply

## 9. ADMISSION EXECUTIVE

**Qualification:** Graduate to deal with admission related matters with parents and students. Fluency in English, Hindi & Oriya with computer expertise.

## 10. TECHNICAL OFFICER (SOFTWARE DEVELOPMENT) :

**Qualification :** B.Tech (Comp Sc) or MCA (Candidates with other qualification, with proven record of software development will be considered on the basis of software development training and performance record)

**Experience :** None required (Preference will be given to candidates with proven record of software development – from preparing SRS to coding and testing in a superior work environment.

### **Essential Skills :**

- Ability of converting academic and administrative regulations to software requirement specifications.
- Ability to design application for implementing institute regulations; preparing program flow charts, pseudo code, database tables and user interfaces.
- Ability to write programs (coding) for academic and administrative software.
- Ability to verify and certify software.
- Knowledge of SQL/MySQL database language and. NET/PHP front end platforms.
- Good aesthetic and functional skills in designing web pages, user interface and software administration.

## 11. TECHNICIAN MULTI SKILL :

**Qualification :** Metric with ITI certificate in (i) Welder, (ii) Fitter or (iii) Refrigeration Mechanic Trade, with good academic record at both high school and ITI levels.

**Desirable :**

- +2 certificate in science.
- Good knowledge in other two trades and/or in Electrician trade
- Experience in industry handling sophisticated welding and/or brazing jobs, pipe fitting or refrigerator/air conditioner maintenance.
- Knowledge of Auto CAD, Solid Works or another computer aided drafting platform
- Knowledge of precision engineering and metrology.

**12. GRAPHIC DESIGNER :**

**Education :** Graduate in any discipline

**Key Skills:** Should be a graphic design expert, with expertise in Photoshop, Illustrator, Coreldraw, and Pagemaker. Should have a strong sense of visual design, with an eye for simple- to- use interfaces. (Desirable - Candidates having Odia typing knowledge)

**Experience:** Must have 1-2years work experience in Graphic Design sector

**13. HOSTEL MANAGER :**

**Qualification and Experience :** Graduate with minimum 02years experience in managing girl's and boy's hostel. Age within 35 years to 45 years. Ex Servicemen may apply.

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