



भारतीय प्रबंध संस्थान बोध गया
उरुवेला, प्रबंध विहार, बोध गया - ८२४२३४, भारत
Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar, Bodh Gaya – 824234, India

Date: 22nd February 2023

Non-Faculty Positions

Indian Institute of Management (IIM) Bodh Gaya has been established by the Government of India, Ministry of Education in 2015 at Bodh Gaya – the Land of Enlightenment. IIM Bodh Gaya is looking for dedicated and committed non-faculty members who believe in institution building and have passion for excellence.

IIM Bodh Gaya invites applications from candidates with exceptional career profile for the following positions:

Advt. No.	Position	Level	Category	Total
NT 2023-02-A	Chief Administrative Officer (C)	12	UR	1
NT 2023-02-B	Administrative Officer - Public Relation (R/C)#	10	SC	1
NT 2023-02-C	Finance & Accounts Officer (R/C)#	10	EWS	1
NT 2023-02-D	Assistant Administrative Officer (Placement) (R/C)#	8	NC-OBC	1
NT 2023-02-E	Security Officer (R/C)	8	UR	1
NT 2023-02-F	Assistant Administrative Officer (Administration & Hindi Language) (R/C)	8	EWS	1
NT 2023-02-G	Accountant (R/C)	6	UR	1
NT 2023-02-H	Senior Library & Information Assistant (R/C)	6	UR	1
NT 2023-02-I	Library Assistant (R/C)	4	NC-OBC	1
NT 2023-02-J	Hostel Assistant (R/C)	2	UR	1

#The applicants who applied against earlier advertisements number NT 2022-02-A dated 16th February 2022, NT 2022-08-A dated 3rd August 2022 and NT 2022-11-C & NT 2022-11-D dated 16th November 2022, need to apply again.



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Rules of Recruitment (RoR), Salary and Job Profile

1. Chief Administrative Officer, (Contract) – UR

Level – 12

Pay Scale: Rs. 78,800 - 2,09,200; Entry Pay: Rs. 78,800

If any retired senior officer from Central/ State Government, Defence Services/PSUs/ IIMs/IITs/IISERs/Government Universities equivalent to Level 10 and above applies, his/her consolidated salary will be fixed as per Government of India Rules i.e. last pay drawn minus pension plus other perks and benefits as per Government of India Rules.

Upper Age Limit: 55 years. However, upper age criteria for retired Government Officials from Central/State Government, Defence Services/ PSUs /IIMs /IITs /IISERs/ Government Universities/ institutions will be relaxed.

Qualification:

Essential:

Post-graduate degree in any discipline with at least Second Class (55% marks) with a post-graduate diploma in management from a reputed University/ Institute OR Post-graduate degree in Law/Management (MBA) from a reputed University/Institute OR Engineering graduates with a degree/diploma in management.

Should be excellent in oral and written communication in English.

Should be proficient in man-management with excellent interpersonal skills.

Desirable:

Proficiency in computer operations (MS Windows & MS Office) and Internet.

Experience:

At least 15 years of post-qualification experience in heading administration of a government department or reputed Management Education Institute/University/ College/Commercial organization of national/international repute, out of which at least 10 years in the level of Senior Administrative Officer. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.



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2. Administrative Officer – Public Relations, (Regular/Contract) – SC

Level – 10

Pay Scale: Rs. 56,100 - 1,77,500; Entry Pay: Rs. 56,100

Upper Age Limit: 40 years

Qualification:

Essential:

Post-Graduate degree in any discipline (10+2+3+2) with at least second class (55% marks) OR Post-Graduate degree in Public Relations or Journalism or Mass Communication (10+2+3+2) from a reputed University / Institute.

Desirable:

Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of Social Media Marketing/Digital Marketing/Content Curation will be an added advantage.

Experience:

Post-qualification experience of at least 8 years in General Administration, public relations, journalism, mass communication, media management and relations (online, broadcast and print), background in researching, writing and editing publications; out of which 5 years in independently handling these functions at Level-8/ Level-6 (7th CPC). Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

- Organize and oversee PR activities and ensure effective communication with stakeholders, media and the public including Press Conference.
- Develop PR campaigns and media relations strategies.
- Preparing press releases, keynote speeches and promotional material & publications (brochures, videos, social media posts etc.)
- Content Curation and Handling all Social Media Platforms/Channels.
- Building positive relationships with stakeholders, media and the public.
- Should have a creative mind and excellent written and communication skills.
- Confident in public speaking and project management abilities.
- Track media coverage, prepare and submit Annual Reports & PR reports.
- Excellent organizational skills and problem-solving aptitude.
- Must be able to present running good image of institution on social media with pics, videos, small stories about students & achievements etc.



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3. Finance & Accounts Officer, (Regular/Contract) – EWS

Level – 10

Pay Scale: Rs. 56,100 - 1,77,500; Entry Pay: Rs. 56,100

Upper Age Limit: 40 years

Qualification:

Chartered Accountant/ Cost Accountant OR M.Com. preferably with S.A.S or equivalent, with minimum 55% marks or its equivalent grade and consistently good academic record. Proficiency in computer operations like Excel, Data Management, MS Windows & MS Office is a must.

Experience:

Minimum 8 years of experience post-qualification as Accounts Executive in industry/Govt./Public Sector undertaking, having knowledge of Government financial, accounting, taxation & audit rules and procedures. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Knowledge of Government financial, accounting, taxation & audit rules and procedures will be preferred.

Desirable:

- Familiarity in computerized accounting environment such as Tally/ERP/PFMS etc.

4. Assistant Administrative Officer – Placement, (Regular/Contract) – NC-OBC

Level-8

Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

Qualification:

Graduate/Post-Graduate degree (10+2+3+2) preferably MBA with at least 55% marks from a reputed & recognized University or Institute.

Experience:

Post-qualification relevant experience of at least 8 years for Graduates and 5 years for Post-Graduates, out of which 3 years in independently handling Placement functions and Corporate Interactions at reputed academic institutes. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.



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Desirable:

MBA, Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge/ experience of working with ERP/ Learning Management System (LMS) will be an added advantage.

Job Profile:

Assistant Administrative Officer should correspond to prospective companies for interview date and schedule of events. Should be able to arrange for interview facilities at the campus and written test halls. Should provide necessary inputs about the institute and coordinate placement for smooth functioning at various locations. Should be able to collect the appointment letter or correspond to get it as soon as the interview is over, to distribute appointment letter and collect acceptance letters from the students and dispatch to the employers.

5. Security Officer, (Regular/Contract) – UR

Level-8

Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

Qualification:

Graduate/Post-graduate degree in any discipline (10+2+3+2) with minimum 55% Marks.

Experience:

Minimum 15 years of experience for Graduate/10 years for Post-Graduate in Armed forces/Para Military Forces at a level of Junior Commissioned Officer in the Army/Navy/Air Force/Paramilitary forces.

Job Profile:

To look after all security arrangements in and around the campus. To handle the security personnel of the Institute, supervise their work and submit a monthly report to Chief Administrative Officer. To supervise patrolling around the campus and to prevent and detect signs of intrusions and ensure security of doors, windows and gates. To monitor and authorize entrance and departure of employees, visitors and other persons to guard against theft and maintain security of premises. To write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. To liaise with police/fire department in



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case of emergency, such as fire or presence of authorized persons. To look after the house keeping services of the Institute. To carry out the duties assigned by the Director/ Chief Administrative Officer.

**6. Assistant Administrative Officer (Administration & Hindi Language),
(Regular/Contract) – EWS**

Level-8

Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

Qualification:

- i. Good academic record with Master's degree in Hindi, of at least 55% marks or its equivalent grade.
- ii. Degree course with English/Hindi as compulsory/elective subject or either of the two as a medium of examination and the other as a compulsory/elective subject.

Experience:

- Minimum 5 years of experience in translation from English to Hindi and vice-versa.
- Should possess experience in academic institution administration routine management.

Desirable:

- M.Phil. in Hindi.
- Proficiency in MS Office and such applications.
- Knowledge of management of short/long academic courses including routine conduct.

7. Accountant, (Regular/Contract) – UR

Level-6

Pay Scale: Rs. 35,400 - 1,12,400; Entry Pay: Rs. 35,400 (7th CPC)

Upper Age Limit: 35 years

Qualification and Experience:

Bachelor's Degree (10+2+3) in Commerce with minimum 55% marks or its equivalent grade and consistently good academic record and 5 years post-qualification relevant experience.

or



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Master's degree in commerce (10+2+3+2) with minimum 55% marks or its equivalent grade and consistently good academic record and 3 years of post-qualification relevant experience.

Candidate should be familiar with computerized accounting environment such as Tally/ERP etc. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Experience in working in finance and accounts functions in a reputed organization/PSU/Govt. department and knowledge of General Finance Rules are essential.

8. Senior Library & Information Assistant, (Regular/Contract) – UR

Level-6

Pay Scale: Rs. 35,400 - 1,12,400; Entry Pay: Rs. 35,400 (7th CPC)

Upper Age Limit: 40 years

Qualification and Experience:

Bachelor's Degree (10+2+3) in Library Science with minimum 60% marks or its equivalent grade and consistently good academic record and at least 5 years of post-qualification experience in library department of a reputed Institute/University.

or

Master's Degree (10+2+3+2) in Library Science with minimum 60% marks or its equivalent grade and consistently good academic record and 3 years of post-qualification experience in the library department of a reputed Institute/University.

Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Experience in working on library software system is essential.

9. Library Assistant, (Regular/Contract) – NC-OBC

Level-4

Pay Scale: Rs. 25,500 - 81,100; Entry Pay: Rs. 25,500 (7th CPC)

Upper Age Limit: 40 years

Qualification and Experience:

Master's in library and Information Science (MLIS) or equivalent with 60% marks from reputed institutions and a minimum of 2-year experience in the relevant field.



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Experience in working on library software system and ability to work in an automated environment is essential. Candidates with higher professional qualifications and training or experience in libraries of any IIMs/IITs or any Central Funded institute shall be given preference.

10. Hostel Assistant, (Regular/Contract) – UR

Level-2

Pay Scale: Rs. 19,900 - 63,200; Entry Pay: Rs. 19,900 (7th CPC)

Upper Age Limit: 40 years

Essential Qualification: Graduate in any discipline.

Desirable Qualification: Certificate course in Hospitality Management/ Catering/ House Keeping etc. from a recognized government institute or reputed Hotel.

Experience: Minimum 2 years of experience in similar kind of job.

Job Profile: Monitor the quality of food being provided in the mess. Ensure safety and security of all boarders at all times. To ensure maintenance of discipline in and around the Hostel. To ensure housekeeping and cleaning of the premises. Ensure timely repair and maintenance of the furniture and fittings of the hostel block. Required to stay inside Hostel campus. Any other hostel related job as assigned by the higher officials.



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General Information

Application:

1. Interested candidates may apply online furnishing all particulars of qualifications, experience, salary drawn along with names of two referees preferably from concerned industry/field/area.
2. Incomplete applications in any respect will not be entertained by the Institute.
3. All qualifications must be from UGC recognized University/ Deemed University or AICTE approved autonomous institution (wherever applicable). The courses offered by autonomous institutions should be equivalent to the relevant course approved/ recognized by Association of Indian University (AIU).
4. Cut-off date for determining the age/experience/educational qualification shall be **21st March 2023**.
5. Age relaxation will be given to SC/ST/NC-OBC/PWD/Ex-Servicemen candidates as per existing Central Government rules. Candidates seeking such age relaxation will be required to produce relevant proof of eligibility to avail relaxation.
6. Candidates already in government service should either apply **through proper channel** or should produce a '**No Objection Certificate**' (NOC) from the present employer at the time of written test and/or interview, if called for the same. Applicants without NOC will not be permitted to appear in the written test and/or interview.
7. Reservation Policy will apply as per Government of India Rules.
8. Those candidates who have applied against earlier advertisements need to apply again.
9. Applications of the candidates who submit two or more applications for one position will be rejected.

Mode of Selection:

1. The shortlisted candidates meeting the qualifications as per the conditions of RoR stated will be called for tests (written and/or skill) and/or personal interview, based on which the selection will be made. Selection will be based on the results of the tests (written and/or skill) and/or personal interview. No communication in any form will be entertained.



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2. The list of waitlisted candidates will remain valid for 1 year from the date of declaration of result.

Pay & Allowances:

1. In addition to the basic pay, incumbents are eligible for allowances as per IIM Bodh Gaya HR Policy/CCS Rules as applicable.

Conditions for Regular Appointments:

1. For regular appointment, there would be a probation period of 2 years.

Right of the Institute:

1. In case of overwhelming applications, the Screening Committee might use academic/work experience parameters as criteria for raising the bar and optimizing the application pool.
2. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for tests (written and/or skill) and/or personal interview for his/her selection. Decision of the Institute to call the candidates for interview/tests shall be final.
3. Institute reserves the right to seek feedback from past/current employers, if required.
4. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication including appointment offer made to the candidate.
5. The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases, if any.
6. The Institute reserves the right to fill or not to fill any of or all the posts.
7. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final and binding on all.
8. IIM Bodh Gaya reserves the right to reject/accept any candidature or cancel the process of recruitment without assigning any reason.
9. No correspondence/queries will be entertained from candidates regarding e-mail



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- delays, conduct and result of interview and reasons for not being called for test / interview.
10. Canvassing in any form will lead to disqualification.
11. Only short-listed candidates will be contacted. If a candidate has not been contacted, she/he should assume that her/ his application has not been shortlisted. No queries can be raised thereon.
12. Candidates called for interview to fill a vacancy, may be considered for lower post if they are otherwise found suitable.
- 13. Please submit the application(s) online on or before 21st March 2023.**
14. Candidates are advised to visit the website of IIM Bodh Gaya (www.iimbg.ac.in and www.recruitment.iimbg.ac.in) regularly for updates. Amendment/corrigendum (if any) will be placed on the Institute website only.
