



**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: 24<sup>th</sup> May 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 Regular (R)/Contractual (C) positions:

Advt. No.	Position	Level	Category	Total
NT 2023-05-A	Administrative Officer (MDP) (R/C)	10	UR	1
NT 2023-05-B	Finance & Accounts Officer (R/C)	10	OBC	1
NT 2023-05-C	Assistant Administrative Officer (Placement) (R/C)	8	UR	2
NT 2023-05-D	Assistant Administrative Officer (MDP) (R/C)	8	EWS	1
NT 2023-05-E	Assistant Engineer (Civil) (R/C)	8	UR	1
NT 2023-05-F	Office Assistant (R/C)	6	ST	1
NT 2023-05-G	Secretary to Director (R/C)	6	UR	1
NT 2023-05-H	Assistant Fire Officer (R/C)	6	NC-OBC	1
NT 2023-05-I	LDC (R/C)	2	UR	1
NT 2023-05-J	Plumber (C)	2	NC-OBC	1

**Rules of Recruitment (RoR), Salary and Job Profile**

**1. Administrative Officer (MDP), (Regular/Contract) – UR (1)**

**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 Management (MBA) (10+2+3+2) from a reputed University / Institute.

**Desirable:**

Proficiency in English and Hindi languages along with good skills in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Learning Management System (LMS) will be an added advantage.

**Experience:**

Post-qualification experience of at least 8 years in administration / academic / admission



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activities out of which 5 years in independently handling these functions preferably in a reputed Academic Institution/ University. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred in the Grade Pay of Rs.4600/Rs.4800.

**Job Profile:**

To look after all the General Administration, Maintenance, Communication, Transport and other administrative areas as required. He/she will also be required to act as the Public Information Officer under the RTI Act, 2005. To design, implement and managing academic programs, coordinate with faculty members and students to ensure the timely delivery of academic matters and any other work as assigned by the higher officials. He / She shall report to Chief Administrative Officer / Senior Administrative Officer / Chairpersons of respective activities. Any other related works assigned by the competent authority from time to time.

**2. Finance & Accounts Officer, (Regular/Contract) – NC-OBC (1)**

**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.

**3. Assistant Administrative Officer (Placement), (Regular/Contract) – UR (2)**

**Level-8**

**Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7<sup>th</sup> 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.



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**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.

**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.

**4. Assistant Administrative Officer (MDP), (Regular/Contract) – EWS (1)**

**Level – 8**

**Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600**

**Upper Age Limit: 40 years**

**Qualification:**

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

**Desirable:**

MBA, Proficiency in English and Hindi languages along with good skills in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Learning Management System (LMS) will be an added advantage.

**Experience:**

Post-qualification relevant experience of at least 8 years for Graduates/ 5 years for Post-Graduate in Administration, out of which 3 years in independently handling Student related functions. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

**Job Profile:**

Assistant Administrative Officer should be able to manage seminars, conferences, executive education programs. Ensure timely distribution of study material, cases, and timetable etc., to the students. He /She should be able to create an environment to promote learning through creative self-expression and at the same time offers enjoyment, relaxation, satisfaction, and



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recreation to the students. He/She should be able to establish student network which will interact with professionals for further networking. Any other related works assigned by the competent authority from time to time.

**5. Assistant Engineer (Civil), (Regular/Contract) – UR (1)**

**Level - 8**

**Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600**

**Upper Age Limit: 35 years**

**Qualifications:**

Bachelor's degree in Civil Engineering from a reputed UGC/AICTE recognized institution, with minimum 60% and above grade and should have a very good academic record throughout. M. Tech would be preferable.

**Experience:**

Minimum of 5 years post-qualification experience in work related to all aspects of planning, estimation, design, supervision relating to construction of buildings, roads, sanitary, water supply systems and other works including upkeep & maintenance of all Institutional assets.

**Desirable Experience:**

Similar works experience in reputed educational institutions such as IIMs, IITs etc.

**Roles and Responsibilities:**

Primary responsibility of the incumbent is to ensure monitoring of the projects for quality, costs and the time schedule and bringing to notice to higher authorities any deviations from laid down specifications/budget/contractual schedule.

Liaison & coordination with CPWD at appropriate level. Ensure real- time quality checks & balances are in place and ensure real time fault detection and corrections.

Participate in interior design layout & furnishing of various facilities. Also, be fully versed with project documents to be taken over from CPWD, for monitoring during Defect Liability Period (DLP) and thereafter upkeep & Maintenance of all assets on required basis.

- Studying CA documents & working out checks & balances.
- Keeping record of meetings and preparing draft minutes.
- Monitoring project milestones.
- Supervision work during the execution.
- Checking of quality.
- Checking of the measurements and bills raised by the contractors and suppliers for running account bills and after the completion of work and keeping measurement books.
- Preserving and taking care of tools and plants, stock and other sources, to submit budget, accounts and prescribed returns, etc., in time.
- Keeping detailed accounts of work, consumption of materials and item wise work expenditure.
- Any other work assigned from time to time.



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**Key Skills/Abilities/Knowledge required.**

- Knowledge of CPWD rules, regulations and procedures.
- Knowledge of Bureau of Indian Standards and Safety Standards on works.
- Knowledge of General Financial Rules (GFR) 2017.
- Knowledge of PERT/CPM, Project planning & management, Budgeting, Cost & material reconciliation, MIS generation, Technical scenario planning, Understanding of Budgeting, and costing in large estate, Tendering procedures.
- Proficiency in MS Office, excel & e-mail etc.
- Ability to plan, organize and maintain accurate written & electronic records of all relevant work in the department.
- Good communication skills in English and Hindi (Oral and Written).

**6. Office Assistant, (Regular/Contract) – ST (1)**

**Level: 6**

**Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400**

**Upper Age Limit: 40 years**

**Qualification and Experience:**

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

Or

Master's Degree (10+2+3+2) and minimum 55% marks or its equivalent grade and consistently good academic record and 3 years of post-qualification relevant experience in office work in a reputed organization/Govt. department. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Strong written and verbal communication skills are essential.

**7. Secretary to Director, (Regular/Contract) – UR (1)**

**Level: 6**

**Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400**

**Upper Age Limit: 40 years**

**Qualification:**

**Essential:**

Post-graduate degree in any discipline (10+2+3+2) with minimum 55% marks or its equivalent grade and consistently good academic record or Graduate Degree in any discipline (10+2+3) minimum 55% marks or its equivalent grade and consistently good academic record.

**Desirable:**

Post-Graduate Diploma in Management/MBA (10+2+3+2) from a reputed University / Institute is desirable. Proficiency in computer operations (MS Windows & MS Office),



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Internet, Knowledge / experience of working with LMS will be an added advantage.

**Experience:**

Post qualification secretarial experience of at least 3 years for Post-Graduate degree or Post qualification secretarial experience of at least 5 years for Graduate degree holders in office work in a reputed organization/Govt. Strong written and verbal communications along with computer skills (MS Office) are essential. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

**8. Assistant Fire Officer, (Regular/Contract) – NC-OBC (1)**

**Level-6**

**Pay Scale: Rs. 35,400 - 1,12,400; Entry Pay: Rs. 35,400 (7<sup>th</sup> CPC)**

**Upper Age Limit: 35 years**

**Qualification and Experience:**

1. Bachelor of Engineering (Fire and Safety) or equivalent from a recognized University/ Institute or equivalent with at least 55% marks in the qualifying degree or equivalent.
2. Minimum 03 years' experience in Fire safety or Fire fighting in Civil/ Defence Fire Service Organization/ Public Undertaking in the capacity of Sub-Officer or equivalent.

**9. LDC, (Regular/Contract) – UR (1)**

**Level – 2**

**Pay Scale: Rs. 19,900 – 63,200 ; Entry Pay: Rs. 19,900 (7<sup>th</sup> CPC)**

**Upper age limit: 35 years.**

**Qualification:**

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

**Experience:**

Minimum 3 years of relevant post-qualification experience in office work. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Office Management Software will be an added advantage.

**Job Profile:**

- Central Dak receipt, maintenance of dispatch diary and dispatch work.
- Duties in respect of recording, indexing, periodical weeding of unwanted papers.
- Preparation, up-keep and maintenance of relevant registers.
- Any other work assigned by the supervisory officers of the concerned section and Administrative Officer from time to time.



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**10. Plumber, (Contract) – NC-OBC (1)**

**Level-2**

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

**Upper Age Limit: 30 years**

**Qualification:**

**Essential:**

Diploma in Mechanical Engineering (minimum of 50% marks)

Or

10+2 (minimum of 50% marks) with 1 Year ITI Course in the Plumbing Trade with minimum or 10<sup>th</sup> (minimum of 50% marks) and 2 years of ITI Certificate in the Plumbing Trade.

**Desirable:**

Proficiency in Computers with MS Office.

**Experience:**

Post Qualification Five (5) Years Minimum for ITI holders and three (3) years for Diploma Holders. plumbing activities of buildings in educational Institutions, in PSUs. Experience in institutes of repute like IIMs, IITs, NITs, IISER etc. will be preferred.

**Job Profile:**

He/she should be able to:

- Maintain logbooks.
- identify the problems in water supply piping systems and also in waste water, sewage connections of pipes and fittings, installation of pumps dismantling of pumps connected with motors, connection of coolers and other equipment.
- identify the problem in plumbing systems and rectify if they are minor in nature and address the problem to the reporting official.
- Any other related works assigned by the competent authority from time to time.

**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 **13<sup>th</sup> June 2023**.



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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 tests (written and/or skill) 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, as per IIMBG HR policy. No interim communication in any form will be entertained.
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





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- 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 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. The Institute will retain data of online applications received for non-shortlisted candidates only for three months after the completion of the recruitment process.
  14. The Institute reserves the right to increase or decrease the number of vacancies advertised as per need/directives of Government of India or cancel the advertisement itself in toto or partially without any further notification or assigning any reason.
  - 15. Please submit the application(s) online on or before 13<sup>th</sup> June 2023.**
  16. Candidates are advised to visit the website of IIM Bodh Gaya ([www.iimbg.ac.in](http://www.iimbg.ac.in) and [www.recruitment.iimbg.ac.in](http://www.recruitment.iimbg.ac.in)) regularly for updates. Amendment/corrigendum (if any) will be placed on the Institute website only.

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