

## **INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**

### **Invites applications for the below mentioned positions:**

#### **Post (1): Manager (Administration) (Contractual)**

#### **Job Responsibilities:**

##### **A) Key Responsibilities**

1. Lead and manage the administrative and logistic support system in the Institute.
2. Be responsible for the upkeep and functioning of the campus
3. Oversee the Purchase of items as per Institute rules
4. Oversee the smooth functioning of the various sub-departments including Hostels, Transport etc
5. Plan and develop a strategic HR road map for the Institute
6. Manage implementation thereof
7. Lead and manage the team of HR staff

##### **B) Indicative Responsibilities**

- 1) Coordinate with the Tender Committee in selection of capable vendors and lead initiation of tenders, issue of contracts etc
- 2) Oversee responses to issues raised and closure in a timely manner
- 3) Develop and maintain positive relationships with both existing and new vendors
- 4) Review and ensure all transport requirements of the Institute are met in a timely manner.
- 5) Oversee security services at the Institute
- 6) Manage end-to-end tendering process and ensure same is carried out in fairness and transparency
- 7) Drive quality service delivery and adherence to quality standards across the various sub-departments
- 8) Be responsible for HR activities and develop a HR roadmap with milestones
- 9) Manage all activities across the employee life cycle
- 10)** Any other job assigned by the authority from time to time

#### **Educational Qualification & Experience Required:**

- Minimum Graduate in any discipline.
- Post Graduate / MBA would be preferred.
- 10 years experience in Facility Management/Administration
- Similar work experience in an educational institute will be preferred

#### **Upper Age Limit:**

- 40 Years

#### **Tenure:**

This is a contractual position for an initial period of 03(Three) years and is renewable on the basis of performance and Institute's requirement.

#### **Consolidated Emoluments:**

Rs. 50,000/- (including benefits like medical reimbursement, medical insurance, telephone reimbursement etc.)

## **Post(1): Manager (Academic) (Contractual)**

### **Job Responsibilities:**

#### **A) Key Responsibilities**

- 1) Be responsible for smooth execution of the Program through delivery of administrative requirements.
- 2) Lead and manage Program Executives in the discharge of duties
- 3) Provide timely and efficient support to internal customers such as faculty, students and other internal departments.
- 4) Liasise with external customers such as prospective students, vendors etc.
- 5) Contribute effectively and provide research on trends and opportunities for the Program's development and delivery

#### **B) Indicative Responsibilities**

- 1) Extend administrative support in pre and post program activities
- 2) Oversee and ensure efficient execution of various program activities
- 3) Be accountable for the timely issue and delivery of all program related material
- 4) Manage arrangements related to venue, logistics for successful accomplishment of the program
- 5) Ensure that all expenses related formalities relating to the program are closed.
- 6) Ensure that corrective action is taken based on feedback
- 7) Set individual goals/ targets for team members for team members based on activities
- 8) Provide guidance to the team in achievement of goals/targets.
- 9) Review performance of the team on a regular and continuous basis
- 10) Provide support to Program Chairperson in meeting targets and ensuring budgets are utilized as per established plans/norms
- 11) Assist Program Chairperson in identifying effective delivery tools and sourcing appropriate faculty for the program
- 12) Any other job assigned by the authority from time to time

### **Educational Qualification & Experience Required:**

- Minimum Graduate in any discipline.
- Post Graduate / MBA would be preferred.
- 10 years experience of working in academic, administration, with at least 3 years in reputed educational Institute
- Strong IT skills across the broad range of Microsoft Office Applications.
- Similar work experience in an educational Institute will be preferred.

### **Upper Age Limit:**

- 40 Years

### **Tenure:**

This is a contractual position for an initial period of 03(Three) years and is renewable on the basis of performance and Institute's requirement.

### **Consolidated Emoluments:**

Rs. 50,000/- (including benefits like medical reimbursement, medical insurance, telephone reimbursement etc.)

## **Post(1): Manager (Accounts) (Contractual)**

### **Job Responsibilities:**

#### **A) Key Responsibilities**

- 1) Lead and manage the accounting & financial team at the Institute
- 2) Oversee all accounting activities such as monitoring payables and receivables, payroll processing, and ensuring account closing
- 3) Participate in budgeting exercises and investments and prepare projections for the future
- 4) Responsible for approving project expenses, ensuring bills are issued and payments are made for all the ongoing projects
- 5) Monitor the fulfillment of all tax provisions and statutory compliance of the financial activities
- 6) Be accountable for timely and accurate MIS generation.

#### **B) Indicative Responsibilities**

- 1) Monitor and review the finalisation of accounts, preparation of consolidated financial statements for accuracy and completeness in a timely manner
- 2) Oversee and ensure accurate accounting entries, review and approve the books of accounts according to internal guidelines and relevant statutory requirements
- 3) Ensure preparation of the Institute's Financial Plan based on BOG directives
- 4) Work with the Heads of various departments in budgeting for departments, projection of costs, forecasting process etc.
- 5) Be responsible for carrying out investments for the Institute and liaison with various parties such as bank etc.
- 6) Analyse short term and long term outcomes of the investments and their impact on the Institute
- 7) Verify project related bills, control and approve project expenses
- 8) Monitor and ensure fulfillment of all the Service tax & Income tax provisions and compliance
- 9) Manage the CAG inspection and audit process seamlessly, coordinate with CAG inspectors, statutory auditors etc. as appropriate
- 10) Any other job assigned by the authority from time to time.

### **Educational Qualification & Experience Required:**

- Minimum Graduate in commerce stream
- Post Graduate / MBA would be preferred.
- 10 years experience in Finance & Accounts
- Similar work experience in an educational institute will be preferred.

### **Upper Age Limit:**

- 40 Years

### **Tenure:**

This is a contractual position for an initial period of 03(Three) years and is renewable on the basis of performance and Institute's requirement.

### **Consolidated Emoluments:**

Rs. 50,000/- (including benefits like medical reimbursement, medical insurance, telephone reimbursement etc.)

## **Post(1): Manager (Placement) (Contractual)**

### **Job Responsibilities:**

#### **A) Key Responsibilities**

- 1) Lead and ensure successful execution of Placements on Campus through delivery of all administrative requirements
- 2) Liaise and coordinate with internal stakeholders such as students, faculty and other administrative departments
- 3) Build and maintain strong, long-standing relationships with the organisations on an ongoing basis.

#### **B) Indicative Responsibilities**

- 1) Oversee and manage the planning, implementation and coordination of both Summer and Final Placements on Campus including effective scheduling of pre-placement talks, other specific arrangements as required from the organisations etc.
- 2) Ensure accurate and complete database records
- 3) Understand all pre-requisites from the organization
- 4) Manage & arrange visit of the organization whenever they are on campus for placement.
- 5) Develop & manage the budget for all placement related expenses.
- 6) Coordinate & contribute to the Institute's media plans in order to create more visibility-at national & international level
- 7) Manage coordination with students, program offices and other administrative departments
- 8) Organise interactive sessions with students based on pre-requisite from the organizations
- 9) Perform as a nodal point of contact to establish a fruitful relationship with IIMC.
- 10) Maintain regular and appropriate communication with organizations via various channels around the year.
- 11) Any other job assigned by the authority from time to time

### **Educational Qualification & Experience Required:**

- Minimum Graduate in any discipline.
- Post Graduate / MBA would be preferred.
- 10 years experience across diverse sectors.
- Networking & interpersonal skills are required
- Similar work experience in an educational Institute will be preferred.

### **Upper Age Limit:**

- 40 Years

### **Tenure:**

This is a contractual position for an initial period of 03(Three) years and is renewable on the basis of performance and Institute's requirement.

### **Consolidated Emoluments:**

Rs. 50,000/- (including benefits like medical reimbursement, medical insurance, telephone reimbursement etc.)

## **Post (1): Assistant Manager (Administration) (Contractual)**

### **Job Responsibilities:**

#### **A) Key Responsibilities**

- 1) Plan, organize, coordinate and implement activities or processes for the department/ program office
- 2) Collect, collate and prepare reports, data and information, as required
- 3) Control the accounting, auditing and budgeting works

#### **B) Indicative Responsibilities**

- 1) Handle fixing of appointments and management of calendars
- 2) Provide all logistics and coordination support such as travel bookings, accommodation etc
- 3) Prepare folders such as Welcome Kits, Course reading, Certificate folders etc
- 4) Manage stationary requirements
- 5) Handle administrative queries
- 6) Raise system request, prepare invoice of bills
- 7) Prepare, file, update and share documents and records as required
- 8) Maintain database as required
- 9) Any other job assigned by the authority from time to time

### **Educational Qualification & Experience Required:**

- Minimum Graduate in any discipline.
- 5 years experience of working in office administration.
- Similar work experience in an educational institute will be preferred

### **Upper Age Limit:**

- 35 Years

### **Tenure:**

This is a contractual position for an initial period of 03(Three) years and is renewable on the basis of performance and Institute's requirement.

### **Consolidated Emoluments:**

Rs. 40,000/- (including benefits like medical reimbursement, medical insurance, telephone reimbursement etc.)

## **Post (1): Assistant Manager (Academic) (Contractual)**

### **Job Responsibilities:**

#### **A) Key Responsibilities**

1. Be responsible for smooth execution of the Program through delivery of administrative requirements.
2. Lead and manage Program Executives in the discharge of duties
3. Provide timely and efficient support to internal customers such as faculty, students and other internal departments.
4. Liaise with external customers such as prospective students, vendors etc.
5. Contribute effectively and provide research on trends and opportunities for the Program's development and delivery

#### **B) Indicative Responsibilities**

1. Extend administrative support in pre and post program activities
2. Oversee and ensure efficient execution of various program activities
1. Be accountable for the timely issue and delivery of all program related material
2. Manage arrangements related to venue, logistics for successful accomplishment of the program
3. Ensure that all expenses related formalities relating to the program are closed.
4. Ensure that corrective action is taken based on feedback
5. Work towards arranging flawless and innovative program logistics to leave positive impact in the minds of faculty and participants
6. Ensure that all process related to program delivery are rightly documented and followed on a timely basis.
7. Any other job assigned by the authority from time to time.

### **Educational Qualification &**

#### **Experience Required:**

- Minimum Graduate in any discipline.
- 5 years experience in Facility Management / Administration
- Similar work experience in an educational institute will be preferred

### **Upper Age Limit:**

- 35 Years

### **Tenure**

This is a contractual position for an initial period of 03(Three) years and is renewable on the basis of performance and Institute's requirement.

### **Consolidated Emoluments:**

Rs. 40,000/- (including benefits like medical reimbursement, medical insurance, telephone reimbursement etc.)

## **GENERAL INFORMATION:**

1. Application forms should be supported by self attested photograph and documents in respect of qualification, experience etc. of the candidates.
2. Candidates on selection are required to submit relieving letter from their employer (Govt./Public sector/ Private) at the time of joining the Institute, without which they will not be allowed to join.
3. The prescribed qualification is the minimum and mere fulfilling the minimum essential qualification will not entitle an applicant to be called for test / interview.
4. Competent authority may relax the age, qualification and experience in deserving cases.
5. Any subsequent amendments/modifications etc., if any, will be notified in the Institute's websites ([www.iimbg.ac.in](http://www.iimbg.ac.in)) and ([www.iimcal.ac.in](http://www.iimcal.ac.in)) and may be referred by the interested candidates.
6. Application fee of Rs. 200/-(Rupees two hundred) only should be submitted in the form of demand draft in favour of "Indian Institute of Management Bodh Gaya" payable at Kolkata. SC / ST/ Female candidates will not be required to submit the application fee.
7. No interim queries will be entertained.
8. The authority reserves the right to reject/accept any/all candidature without assigning any reason.
9. Candidates shortlisted for personal interview would be paid to and fro AC II tier train fare as travelling allowance.
10. The Institute reserves its right to offer lower post if the candidate is not found suitable for the post applied for. Higher initial basic pay may be given to exceptionally qualified and deserving candidates(s).
11. Candidates applying for more than one post may apply separately for each post.
12. Incomplete applications and / or the applications received after the last date are not likely to be considered.
13. Relaxation of age in case of SC/ST candidates as per Govt. norms.

Interested candidates meeting the above requirements may apply on prescribed form addressed to : "Sri Somnath Sinha Roy, S.A.O.(HR)", Indian Institute of Management Calcutta, D. H. Road, P.O. Joka, Kolkata : 700 104 on or before 31<sup>st</sup> December 2016.

**[To Download The Application Form Click Here](#)**