

Indian Institute of Management Bodh Gaya

Indian Institute of Management Bodh Gaya has launched its two-year Post Graduate Programme in Management from the academic session 2015-16. IIM Calcutta will mentor IIM Bodh Gaya in its formative years. Applications are invited for the following positions.

1. Chief Administrative Officer- One Post

Qualification and Experience: Post Graduate degree, preferably in Management with Minimum 15 years relevant experience in Group- 'A' post or in analogous posts or grade **OR** 5 years relevant experience in the pay band of Rs. 15,600- 39,100/- (PB-3) with Grade pay of Rs. 6,600/- or equivalent in heading administration of a government department or reputed management Education Institute/ University/ College/ Commercial organization of national /international repute.

Upper Age Limit: Preferably below 50 years.

Job Profile: The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions. The CAO is required to lead a team of officers in the Institute and guide them in their day to day activities and to coordinate with the academic and administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, contract services. He will be responsible for Board meetings and follow-ups. He must have a thorough knowledge of GFR, FR & SR and relevant Central Govt. rules & procedures. He will also act as the First Appellate Authority under the RTI Act, 2005. Experience in management institute of repute and universities will be preferred.

Probation- 02 (Two) years

Pay scale: PB-3(Rs.15600/- - 39100/-) plus Grade Pay –Rs.7600/- with allowances as admissible to Central Government Employees.

2. Librarian - One Post

Qualification and Experience: Master's Degree in Library Science/Information Science/Documentation with consistently good academic record. Minimum 15 years relevant experience in Group- 'A' post or in analogous posts or grade **OR** 5 years relevant experience in the pay band of Rs. 15,600- 39,100/- (PB-3) with Grade pay of Rs. 6,600/- or equivalent. One year specialization in the area of Information Technology / Archives or Master's Degree in the same area. Desirable – M.Phil / Ph.D degree in Library Science/Information Science/ Documentation/Archives. Experience in management institute of repute and universities will be preferred.

Upper Age Limit: Preferably below 50 years.

Job Profile: To set up and manage the library of the Institute, organize electronic resources, softwares, and assist the faculty and students to secure books, articles and other teaching and research materials. Acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users,

Selecting, developing, cataloguing and classifying library resources, Responsible for monitoring the financial regularization and maintenance of library accounts of the entire division, Planning and implementing the administrative and budgetary functions of library and information services, Management and training of staff and other supervisory duties, Training library users to effectively search the Library catalogue, Internet and other electronic resources, Establishing and implementing library policies and procedures, Liaising with departmental academic staff, external organizations and book suppliers, Responding to daily on-site requests for information, Supporting independent research and learning, Developing IT facilities, Developing and manage cost effective library and information services, technology and media, Analyzing and evaluating library and information services, technology and media service requirements, Formulating and providing effective access to library collections and resources, Cataloguing and classification of print, audio- visual and electronic resources, Developing and maintaining special indexing systems and files for special collections, Maintaining inventories, compilation of data and generation of reports as required, Ensuring proper mechanism for maintaining circulation files, records and statistics, Organizing sharing of resources with other Libraries, Any other work associated with the improvement of Library services.

Probation- 02 (Two) years

Pay scale: PB-3(Rs.15600/- - 39100/-) plus Grade Pay -Rs.7600/- with allowances as admissible to Central Government Employees.

3. **Finance – Advisor and Chief Accounts Officer – One Post**

Qualification and Experience: Chartered Accountant/Cost Accountant **OR** M.Com with S.A.S or equivalent. Minimum 10 years relevant experience **OR** 5 years relevant experience in the pay band of Rs. 15,600- 39,100/- (PB-3) with Grade pay of Rs. 5,400/- or equivalent in industry/Govt./Public Sector undertaking, having knowledge of Government financial, accounting, taxation & audit rules and procedures. Experience in management institute of repute and universities will be preferred.

Upper Age Limit: Preferably below 40 years.

Job Profile: Act as the drawing and disbursing officer of the Institute, Preparation and presentation of Annual Budget Estimates and Revised Estimates of the Institute to the Finance Committee of the Board of Governors of the Institute, Regulation of the individual claims as per Central Government rules and orders, Payment of contractors bills as per G.F.R. and Central Government orders, Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor General of India, Preparation of final accounts of the Institute and ensuring completion of Audit of the same by C & AG, Reply to Audit queries and issuing of replies, securing audit report each year from the Auditors and arrange submission of the same to the Ministry for placing it on the table of both houses of the Parliament, Maintenance of P.F. accounts of the employees, investment of P.F. balances as per Central Government rules, Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules, Act as Head of the Accounts department, To advise other Heads of Departments, CAO, Dean and Director regarding financial matters, interpretation of various rules and regulations, Managing short term and long term investments of the

Institute, Preparation of half-yearly accounts of the Institute, Ensuring timely conduct of internal audit and responding to audit queries.

Probation- 02 (Two) years

Pay scale: *PB-3(Rs.15600/- - 39100/-) plus Grade Pay -Rs.6600/-* with allowances as admissible to Central Government Employees.

4. Administrative Officer- One Post

Qualification and Experience: Minimum Bachelor's degree with good academic record and with relevant work experience out of which minimum 05 years' experience in supervisory and executive functions. Experience in management institute of repute and universities will be preferred.

Upper Age Limit: Preferably below 35 years.

Job Profile: To supervise academic administration for various academic programmes, To supervise the functions of Purchase, Stores, General Administration, Maintenance, Communication, Transport and other administrative areas as required.

Probation- 02 (Two) years

Pay scale: *PB-3(Rs.15600/- - 39100/-) plus Grade Pay -Rs.5400* with allowances as admissible to Central Government Employees.

5. Store and Purchase Officer : One Post

Qualification and Experience: Bachelor's Degree with at least 03 years' relevant experience in the Purchase department of a reputed organization / Govt. Dept. Experience in management institute of repute and universities will be preferred.

Upper Age limit: Preferably below 30 years.

Job Profile: To manage the Purchase/ stores functions of the Institute, Maintain records of goods ordered and received. Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales. Prepare and process requisitions and purchase orders for supplies and equipments. Control purchasing department budgets. Review purchase order claims and contracts for conformance to Institute policy. Analyze market and delivery systems in order to assess present and future material availability. The person should have thorough knowledge of GFR.

Probation- 02 (Two) years

Pay scale: *PB-2(Rs.9300/- - 34800/-) plus Grade Pay -Rs.4200* with allowances as admissible to Central Government Employees.

6. **Secretary to Director: One Post**

Qualification and Experience: Bachelor's degree with minimum 03 years secretarial experience in office work in a reputed organization / Govt. Dept. Experience in management institute of repute and universities will be preferred.

Upper Age Limit: Preferably below 30 years.

Job Profile: To perform secretarial and related functions for the Director's office and to assist him in day to day activities. Screening phone calls and dealing with enquiries where appropriate. Making appointments and planning the Director's diary. Organising and attending meetings; sometimes taking minutes. Replying to emails, faxes and post Booking travel arrangements and accommodation when necessary. Organising and maintaining office systems. Any other relevant work assigned by the Competent Authority from time to time. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office.

Probation- 02 (Two) years

Pay scale: ***PB-2(Rs.9300/- - 34800/-) plus Grade Pay -Rs.4200*** with allowances as admissible to Central Government Employees.

7. **Sr. Library & Information Assistant (Documentation work): One Post**

Qualification and Experience: Bachelor's Degree in Library Science with at least 03 years' relevant experience in the Library department of a reputed organization / Govt. Dept. Experience in management institute of repute and universities will be preferred.

Upper Age Limit: Preferably below 30 years.

Job Profile: To assist the Librarian in offering the library services to the Faculty and the students. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users. To assist in selecting, developing, cataloguing and classifying library resources. Assisting for monitoring the financial regularization and maintenance of library accounts of the entire division. To maintain inter-sectional coordination, handle correspondence of the section. To upkeep Library records and equipments. To assist in Planning and implementing the administrative and budgetary functions of library and information services. Liaising with departmental academic staff, external organizations and book suppliers. Any other relevant work assigned by the Competent Authority from time to time. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office.

Probation- 02 (Two) years

Pay scale: PB-2(Rs.9300/- - 34800/-) plus Grade Pay -Rs.4200 with allowances as admissible to Central Government Employees.

8. Accountant: One Post

Qualification and Experience: Bachelor's degree in Commerce with minimum 03 years' relevant experience. Candidate should be familiar with computerized accounting environment etc. Experience in management institute of repute and universities will be preferred.

Upper Age Limit: Preferably below 30 years.

Job Profile: Preparation of asset, liability, and capital account entries by compiling and analyzing account information, Accountable for various financial functions such as Maintenance of accounts, processing of bills, budgeting, investments and audit coordination etc. Any other relevant work assigned by the Competent Authority from time to time. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office.

Probation- 02 (Two) years

Pay scale: PB-2(Rs.9300/- - 34800/-) plus Grade Pay -Rs.4200 with allowances as admissible to Central Government Employees.

9. Junior Engineer: One post

Qualification and Experience: Diploma in civil engineering with minimum 03 years of post qualification relevant experience. Experience in management institute of repute and universities will be preferred.

Upper Age limit: Preferably below 30 years.

Job Profile: Identifying the scope of work as per the requirement at site, preparation of detailed estimate and associated drawings and note sheet, preparation of tender documents, analysis of rates, supervision of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work, Junior Engineers to be responsible for all matters connected with the efficient management of the Section, To conduct careful and timely survey and investigation and preparation of plans and estimates for works entrusted to them, To ensure timely and efficient execution of work entrusted to them and see that the quality and specifications are maintained, To maintain master rolls, record of work charge establishments and imprest cash accounts properly, They will be responsible for keeping account of the measurement books issued to them, To record measurement in measurement books of all works done by contractors or otherwise as well as supplies received from all sources and preparation and submission of bills in prescribed forms for payment, To preserve and take care of tools and plants, stock and other sources kept in their charge, To submit budget, accounts and prescribed returns, etc. in time, To keep detailed accounts of work, consumption of materials and item-wise work expenditure, To prepare initial designs for components of projects, To submit required progress

report regularly for the works under their charge to their superiors, Any other function that may be assigned by the Director from time to time.

Probation- 02 (Two) years

Pay scale: *PB-2(Rs.9300/- - 34800/-) plus Grade Pay -Rs.4200* with allowances as admissible to Central Government Employees.

10. Personal Assistant: Two Posts

Qualification and Experience: Bachelor's degree with minimum 03 years secretarial experience in office work in a reputed organization / Govt. Dept. Experience in management institute of repute and universities will be preferred.

Upper Age Limit: Preferably below 30 years.

Job Profile: To perform secretarial and related functions for the senior officials of the Institute and to assist them in day to day activities. Screening phone calls and dealing with enquiries where appropriate. Making appointments and planning the officer's diary. Organising and attending meetings; sometimes taking minutes. Replying to emails, faxes and post Booking travel arrangements and accommodation when necessary. Organising and maintaining office systems. Any other relevant work assigned by the Competent Authority from time to time. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office.

Probation- 02 (Two) years

Pay scale: *PB-2(Rs.9300/- - 34800/-) plus Grade Pay -Rs.4200* with allowances as admissible to Central Government Employees.

11. Office Assistant: Two Posts

Qualification and Experience: Bachelor's degree with minimum 03 years relevant experience in office work in a reputed organization/Govt. Dept. Experience in management institute of repute and universities will be preferred.

Upper Age Limit: Preferably below 30 years.

Job Profile: To assist the concerned officials of the general administration, purchase, personnel, hostel management and other Institutional activities, Responsible for maintaining office filing and record keeping systems, deposit forms, courier distribution logs, purchase requisitions and online supply orders; maintaining of databases, records, confidential files and other related information for department needs, maintaining of inventory of office supplies and orders as necessary, Operates standard office equipment, Maintaining records in computerized system, Any other relevant work assigned by the Competent Authority from time to time. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office.

Probation- 02 (Two) years

Pay scale: *PB-2(Rs.9300/- - 34800/-) plus Grade Pay -Rs.4200* with allowances as admissible to Central Government Employees.

12. Attendant-Peon: One Post

Qualification and Experience: Minimum Matriculation or equivalent pass with 03 years relevant experience as Office Attendant / Peon in an office of a reputed organization/Govt. Dept.

Upper Age Limit: Preferably between 18 to 25 years.

Job Profile: The Peon shall handle files between different branches of the offices, They shall deliver local official letter to other offices, Responsible for maintaining records in proper order, Keeping records in the prescribed manner, making available record as and when required, maintaining record movement registers, Placing of papers in relevant files, Handling and distribution of forms and stationery, Any other relevant work assigned by the Competent Authority from time to time.

Probation: 02 (Two) years

Pay scale: *PB-1(Rs.5200/- - 20200/-) plus Grade Pay -Rs.1800* with allowances as admissible to Central Government Employees.

MODE OF APPOINTMENT: Regular/Contractual/ Deputation (for all the positions).

The above advertised posts will be considered for filling in regular/contractual positions based on suitability of the candidate and the requirement of the Institute. Applicants interested to be considered on deputation may also apply.

GENERAL INFORMATION:

1. Applicants working in Govt./Semi Govt./Public Sector Undertaking will be required to submit 'No Objection Certificate' from their employer at the time of Interview. 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.
2. Application forms should be supported by self attested photograph and documents in respect of qualification, experience etc., of the candidates.
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. The Institute reserves the right to call only the requisite number of candidates for interview after shortlisting with reference to the candidate's qualification, suitability, experience etc.

5. Competent authority may relax the age and experience in deserving cases.
6. Any subsequent amendments/modifications etc., if any, will be notified in the Institute's website (www.iimbg.ac.in) and may be referred by the interested candidates.
7. 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 Bodh Gaya. SC/ST/Female candidates will not be required to submit the application fee.
8. Degree as referred above should have been awarded by a recognized University / Institute.
9. Age relaxation for SC/ST candidates is applicable as per Government norms.
10. No interim queries will be entertained.
11. Candidates applying for more than one post should apply separately for each post.
12. The Institute reserves the right to empanel the candidate(s) for future vacancies.
13. The authority reserves the right to reject/accept any/all candidature without assigning any reason.
14. Candidates shortlisted for personal interview would be paid to and fro AC I Class train fare for Sl. No. 1, 2 as travelling allowance, for Sl. No. 3-11 to and fro AC II tier train fare as travelling allowance and for Sl. No. 12 to and fro AC III tier/AC Chair Car train fare as travelling allowance.
15. Incomplete applications and/or the applications received after the last date are liable to be rejected.
16. The Institute reserves the right to conduct the written / screening test, if the number of applicant is large for a particular post.
17. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Gaya.
18. Institute strives to have a work force which reflects gender balance. Women candidates are encouraged to apply.

Interested candidates meeting the above requirements may apply on prescribed form addressed to: 'Shri Somnath Sinha Roy, Senior Administrative Officer (HR)', Indian Institute of Management Calcutta, D. H. Road, P.O. -Joka, Kolkata – 700 104 on or before 31st May 2017.

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