

## **Non-Faculty Recruitment**

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

#### **1. Financial Adviser & Chief Accounts Officer – One Post {Regular (R) /Contract (C)}**

**Level – 11**

**Pay Scale: Rs. 67,700 - 2,08,700 Entry Pay: Rs. 67,700**  
(Old Pay scale: PB-3 - 15600-39100 Plus Grade Pay Rs. 6600/-)

**Upper Age Limit:** 50 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 10 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.

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.

Familiarity in computerized accounting would be desirable. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Knowledge of Government financial, accounting, taxation & audit rules and procedures is desirable.

#### **Job Profile:**

To manage the accounting, auditing, budgeting, financial and other related activities of the Institute including reporting to the funding agencies, computerized accounting, budgeting & control systems

Note: Upper age criteria for Government Officials from CAG, Central/State Government, Defence Services/ PSUs/ IIMs/ IITs/ IISERs/ Government Universities/ institutions may be relaxed on deputation.

**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**  
**Directorate of Distance Education Building, Magadh University Campus**  
**Bodh Gaya-824234, Bihar**

---

Retired senior officer from CAG/Central Government/PSUs/ IIMs /IITs/ IISERs/ Government Universities, if selected, will get consolidated emolument as per Government of India Rules i.e. the last pay drawn minus pension plus other perks and benefits as per Government of India Rules. Initial appointment in such case will be for a period of 3 years on contract. The contract may be extended annually. However, the total service period cannot exceed five years.

## **2. Estate cum Project Officer {Deputation (D)/Contract (C)}**

**Level: 12**

**Pay Scale:** Rs. 78,800/- - 2,09,200/ (6CPC PB-3 Rs.15600-39100 plus Grade Pay Rs.7600/-) plus other benefits on deputation or consolidated emoluments as per Government of India/IIM Rules. For retired senior officer from Departments, Undertakings, and authorities under Government of India pay scale in Level-12 (PB-3) will apply and a 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 Departments, Undertakings, and authorities under Government of India will be relaxed.
- **Qualification:** B.E/B Tech in Engineering (Civil) from a recognised University/Institute with 60% and consistently good academic record.
- **Experience:** Minimum 15 years of experience in handling of construction projects post qualification preferably with Departments, Undertakings, and authorities under Government of India. It is desirable to have adequate Knowledge of handling of essential computer programmes.
- **Tenure:** Initial appointment will be either on deputation/contract for a period of 3 years. The deputation/contract may be extended annually. However, the total service period cannot exceed five years.

### **• Job Profile:**

Handling projects of Campus Construction at IIM Bodh Gaya including planning and execution of civil, electrical and communication engineering, Designing and estimation, contract management, construction management etc.

Identifying scope of work as per the relevant documents and requirement at site, Assist in 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. To ensure completion of project within scope time, cost and resources and maintaining high quality standards in coordination with CPWD, Architect, Construction Agency, Statutory Authorities for all sorts of compliances on behalf of IIM Bodh Gaya.

**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**  
**Directorate of Distance Education Building, Magadh University Campus**  
**Bodh Gaya-824234, Bihar**

---

To check the quantity of work, measured and checked by the construction agency.

Responsible to protect the interest of IIM including property of the Campus. To submit budget, accounts and prescribed returns, etc. on time

To keep detailed accounts of work, consumption of materials and item-wise work expenditure.

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.

Completely track the project performance specially to analyse the successful completion of its various stages as per project planning.

Check whether the project have been staffed properly that too people with adequate expertise, knowledge and experience

Should be adept in eco-friendly projects, solar energy utilisation and landscaping and affiliate connected essential aspects in Campus Construction Planning.

Organise meetings related to Campus Construction and brief on various aspects related to the Campus Construction.

Maintain all records, documents and photographs etc of the project, carryout periodic evaluation of the projects and prepare quarterly project reports.

Handle all present estate related aspects in close coordination with the Administration.

### **3. IT & Computer Assistant (Contractual) One post**

**Level 6: Consolidated Amount 35400/-**

**Age:** Up to 40 Years

**Qualification:** BE (CS)/BTech (CS) or Electronics Engineering with specialization in Computers or MCA/ MSc in Computer Science.

**Experience:** Minimum of 3 years of post-qualification experience in maintaining and supporting large scale networks, hardware, software, internet, e mail systems and related services. Candidates those who have experience in IIM/IIT/IISER Central University/ Central/State Government concerns will be given priority.

**Job Profile:** To assist Systems Manager in maintaining the IT infrastructure of the Institute including the Hostel. The IT infrastructure will include large scale networks, Hardware, Software

**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**  
**Directorate of Distance Education Building, Magadh University Campus**  
**Bodh Gaya-824234, Bihar**

---

and related services. Knowledge of website design and application software will be desirable. Candidates with Certification Like CCNA/MCP/RHCE will be preferred.

#### **4. Hostel Supervisor (Male) (Contractual) One Post**

**Level- 4, Consolidated Salary of Rs 25,500/-**

**Age-** Up to 40 Years

**Qualification:** Graduate in any discipline. Preference will be given to Post Graduate or/ and Diploma/ Degree in Management/ Hospitality Management. Should have good communication skills in English and IT Knowledge desirable.

**Experience:** He should have at least 7 years of experience in managing hostels of graduate / post graduate students.

**Job Profile:** Handling complete hostel responsibilities & ensure smooth functioning of various Hostel activities. Handling overall administration of Hostel, Monitoring Hostel Student Leave record, in & out movements. Taking care of mess & coordinating with other student members. Required to stay inside Hostel campus. To keep-up all the registers in the hostel ; To keep-up hostel staff attendance; To take care of students health problems by accompanying to the hospital ; To keep-up the hostel cleanliness and maintenance issues; To keep-up the timings in the dining room as per the schedule ; Responsible to monitor the transport facility for students as per schedule; To take care of upkeep issues of the hostel and ensure proper stock ledgers; To take care of any non- availability of amenities like water /electricity problems ; To ensure maintenance of discipline in & around Hostel.

#### **5. Management Trainee: Two Posts (Stipend)**

**Qualification:** Master's degree preferably in Management with minimum 60% marks or its equivalent grade and consistently good academic record. Proficient in MS Office is must.

**Upper Age Limit:** 30 years

**Experience:** 1-2 years of relevant work experience. Experience in institute of repute and universities will be preferred.

**Job Profile:** To assist the academic and research activities of the Institute..

**Consolidated emoluments:** Rs.20,000-25,000 depending upon qualification and experience. The contract will be for a period of one year which may be extended further on the basis of performance.

## **6. Accounts Trainee: One Post (Stipend)**

### **Qualification and Experience:**

Master's degree in commerce (10+2+3+2) minimum with minimum 55% marks or its equivalent grade and consistently good academic record.

**Upper Age Limit:** 30 years

**Experience:** 1-2 years of relevant work experience. Experience in institute of repute and universities will be preferred.

### **Job Profile:**

Should have basic knowledge of accounting such as maintenance of accounts, processing of bills and budgeting etc. The candidate should be proficient in accounting management software such as Tally/ERP.

**Consolidated emoluments:** Rs.20,000-25,000 depending upon qualification and experience. The contract will be for a period of one year which may be extended further on the basis of performance.

**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**  
**Directorate of Distance Education Building, Magadh University Campus**  
**Bodh Gaya-824234, Bihar**

---

**General Instructions for Application and Other Terms and Conditions of Recruitment**

**Application**

1. Interested candidates may apply in prescribed format given in the website furnishing all particulars of qualifications, experience, salary drawn, and salary expected along with names of two referees. All the columns of the Application form should be filled in capital Letters.
2. Candidates with requisite qualifications acquired from recognized Universities/ Institutions only need to apply. Preference will be given to applicants who have acquired educational qualifications through full-time courses.
3. Copy of all Certificates, Degrees, and other documents of educational qualification, professional and technical qualification, work experience and age proof, relevant eligibility proof to avail age relaxation and NOC for appearing for the Interview/ Test should be enclosed along with the application
4. Applications received at the Institute after the stipulated last date of receipt of application i.e. **30 May 19** or incomplete in any respect will not be entertained and no further correspondence will be accepted in this regard. Postal delay in individual cases will not be entertained
5. Cut-off date for determining the age will be kept first day on which the advertisement for the positions was published in the News Paper/ Institute website i.e. **15 May 19**.
6. Age relaxation will be given to SC/ST/NC-OBC/DAP/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 at the time of interview/ test, if called for
7. A demand draft of Rs. 200/- payable at Bodh Gaya drawn in favour of Indian Institute of Management Bodh Gaya should be enclosed with the application. **Ladies and SC/ST candidates need not enclose any demand draft.** Applications not accompanied by the DD will not be considered for screening.
8. The application should be sent by SPEED POST only. Hand/ Courier/ delivery of application for the post will not be accepted.

**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**  
**Directorate of Distance Education Building, Magadh University Campus**  
**Bodh Gaya-824234, Bihar**

---

**Supporting Documents**

9. All documents as mentioned above should be produced in original at the time of interview/ Test, if called for the same. Failure to produce these original documents may be debarred from appearing before the Interview/ Test.
10. Candidates already in government service should either apply through proper channel or should produce a No Objection Certificate from the present employer at the time of interview, if called for the same. Applicants without the NOC will not be permitted to appear in the Interview.

**Pay and Perks**

11. In addition to the basic pay, incumbents are eligible for allowances as per IIM Bodh Gaya/ CCS Rules.
12. Higher start in the pay scale may be considered in case of exceptionally deserving candidates.

**Conditions for Contractual Appointments**

13. Compensation would not be a constraint for deserving candidates for contractual position. Compensation would commensurate with relevant qualification and professional experience and is negotiable.
14. Consolidated salary of retired Government Official will be fixed based on last drawn salary minus pension plus all admissible benefits as per Government of India Rules.
15. Positions if offered on contractual basis for a fixed duration of a maximum of 3 years initially on a consolidated salary extendable for another 2 more years based on the performance.

**Right of the Institute**

16. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for interview for his/her selection. Decision of the Institute to call the candidates for interview shall be final.
17. 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.
18. The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases.

**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**  
**Directorate of Distance Education Building, Magadh University Campus**  
**Bodh Gaya-824234, Bihar**

---

19. The Institute reserves the right to fill or not to fill any of or all the posts.
20. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.
21. IIM Bodh Gaya reserves the right to reject/accept any candidature or cancel the process of recruitment without assigning any reason.
22. 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.
23. Preference will be given to DAP candidates if found suitable.
24. Canvassing in any form will lead to disqualification.
25. 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.
26. All outstation candidates called for interview for the post will be reimbursed the cost of **train ticket** from the place of duty/residence to Gaya/ place of interview (which will be communicated) **as under:**
  - a. FA& CAO and EPO – AC II class
  - b. Hostel Warden (Male), Accounts and Management trainee – 3 Tier sleeper Class
27. No fare for local travel at place of origin of journey and Bodh Gaya/ destination depending on the place of Interview will be reimbursed.
28. Production of tickets used for travel (as proof) is mandatory.

### **Mode of Selection**

29. The shortlisted candidates meeting the qualifications as per conditions of RoR stated will be called for a personal interview except Hostel Warden for whom a written/ and or skill test will be conducted based on which the selection will be made. Selection will be based on the results of the interview and the written test as applicable.

### **How to Apply**

30. Download the Application Form from IIM Bodh Gaya website [www.iimbg.ac.in](http://www.iimbg.ac.in). and fill up the application and enclose copies of all documents as specified.
31. The hard copy of the application duly filled and signed be sent by SPEED POST in sealed envelope to **“The CAO, Indian Institute of Management Bodh Gaya, DDE Building,**



**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**  
**Directorate of Distance Education Building, Magadh University Campus**  
**Bodh Gaya-824234, Bihar**

---

**Magadh University Campus, Bodh Gaya 824234”** along with supporting documents which should reach us **on or before 30 May 2019, 5.00 PM.**

32. The envelope should be super scribed as “APPLICATION FOR THE POST OF -----  
----- “(in BOLD LETTERS).
33. No correspondence will be entertained in respect of this advertisement.