

INDIAN INSTITUTE OF MANAGEMENT BODH GAYA
Magadh University Campus, Bodh Gaya-824234, Bihar

Non-Faculty Recruitment

Rules of Recruitment (RoR), Salary and Job Profile

1. Chief Administrative Officer (CAO) on Regular/Deputation/Contract– One post

Tenure: Contractual position the initial appointment will be for a period of 3 years which may be extended annually. However, the total service period cannot exceed five years.

Pay Scale: Consolidated salary in Level 12 Scale Rs 78,000-2,09,200
Earlier PB-3 Rs.15600-39100 plus Grade Pay Rs.7600. plus other benefits as per Government of India/IIM Bodh Gaya Rules.

However, if any retired senior officer from Central/ State Government, Defence Services/PSUs/ IIMs /IITs/ IISERs/Government Universities in PB-3/PB-4 scale apply, 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:

- 1 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.
- 2 Should be excellent in oral and written communication in English.
- 3 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.

Job Profile:

Chief Administrative Officer should be dynamic, self-motivated professional to provide total administrative support for all the activities of the Institute. 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, and contract services. He will be responsible for conducting the Board and Society meetings and follow-ups. *He/She must have a thorough knowledge of GeM portal, GFR 2017, FR&SR and relevant Central Government rules & procedures.* He/She will also act as the First Appellate Authority under the RTI Act, 2005

2. Systems Manager: One Post (Contract)

Salary & Contract Tenure – Consolidated remuneration will be decided based on

Level – 11. Position is on fixed term contract on Consolidated package
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: B.E/B.Tech in Computer Science/Information Technology or MCA with at least 60% marks or its equivalent grade and consistently good academic record.

Experience: Minimum of 8 years of experience of post-qualification in maintaining and supporting large scale networks, hardware, software, Internet, e-mail systems, website and related services.

Job Profile: To manage the IT infrastructure, Enterprise Data Centre Technologies of the Institute including the hostel. The IT infrastructure will include Large Scale Networking and Security Services Management, Database and Repository Management System, Server and Cloud Computing, Audio, Video and Learning Management Systems and related services.

3. 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 3 years of work experience.

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.

4. 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.

5. 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 qualifications and experience. The contract will be for a period of one year which may be extended further on the basis of performance.
