

Non-Faculty Recruitment

Rules of Recruitment (RoR), Salary and Job Profile

1. System Manager – 1 (Contract (C))

Level: 11 (Pay Scale: Rs. 67,700/- to Rs.2,08,700/-, Entry Pay: Rs.: 67,700/-)
Upper age Limit: 50 Years

Qualification: B.E/B.Tech in Computer Science or Electronics Engineering with specialisation in Computers or MCA/M. Sc. In Computer Science with at least 60% marks or its equivalent grade and consistently good academic record.

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

2. Administrative Officer (Programs) – 1 (Regular (R))

Level: 10 (Pay Scale: Rs. 56,100/- to Rs. 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 minimum 55% marks OR Post- Graduate degree in Management (MBA) (10+2+3+2) from a reputed University / Institute with minimum 60% 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.

Desirable: 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 activities out of which 5 years at Level 7 and above 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.

3. Computer & IT Assistant – 1 (Contract (C))

Level: 6 (Pay Scale: Rs. 35,400/- to Rs.1,12,400/-, Entry Pay: Rs. 35,400/-)
Upper Age Limit: Up to 40 Years

Qualification: BE (CS/IT)/ B.Tech. (CS/IT) or Electronics Engineering with specialization in Computers or MCA/ M.Sc. in Computer Science/IT.

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.

4. Accounts Trainee – 1 (Contract (C))*

Consolidated emoluments: Rs. 20,000-25,000 depending upon qualification and experience.
Upper Age Limit: 30 years

Qualification: Master Degree in Commerce (10+2+3+2) minimum with minimum 55% marks or its equivalent grade and consistently good academic record.

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

5. Library Trainee – 1 (Contract (C))*

Consolidated emoluments: Rs. 20,000-25,000 depending upon qualification and experience.
Upper Age Limit: 30 years

Qualification: Master's degree in library and Information Science with minimum 60% marks or its equivalent grade and consistently good academic record.

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

6. Management Trainee (IT Specialist) – 1 (Contract (C))*

Consolidated emoluments: Rs. 20,000-25,000 depending upon qualification and experience.
Upper Age Limit: 30 years

Qualification: Master's Degree in Computer Science/ IT, preferably M.Tech. (CS/IT) with 60% marks or its equivalent grade and consistently good academic record. Knowledge of web technologies and web based programming like PHP-MySQL will be desirable.

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.

7. Management Trainee (Programs) – 1 (Contract (C))*

Consolidated emoluments: Rs. 20,000-25,000 depending upon qualification and experience.
Upper Age Limit: 30 years

Qualification: Graduation/Master's Degree in Computer Science/ IT with 60% marks or its equivalent grade and consistently good academic record. Proficient in MS Office is must.

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

Job Profile:

- i. Scheduling of online sessions.
- ii. Learning Management System (LMS Management, Quizzes upload & corrections, class participation, teaching feedback).
- iii. Managing Chat Box and chat sessions, provide a summary of chats to the faculty during class.
- iv. Provide effective support to the faculty during online lectures (attendance management & creation of groups).
- v. Conducting 100% LIVE and 2-way interactive sessions by the faculty.
- vi. Student-wise tracking of engagement level in each session.
- vii. Coordinate with the Institute's IT Team for managing PGP led IT Infrastructure.
- viii. Transcribing and capturing video content.
- ix. Exploring new online tools to convert face to face pedagogical approach to the online environment.

8. Management Trainee (General) – 2 (Contract (C))*

Consolidated emoluments: Rs. 20,000-25,000 depending upon qualification and experience.
Upper Age Limit: 30 years

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.

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

* The contract will be for a period of one year which may be extended further on the basis of performance & requirement.

General Instructions for Application and Other Terms and Conditions of Recruitment

Application:

1. Interested candidates may apply online furnishing all particulars of qualifications, experience, salary drawn along with names of two referees
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 will be kept first day on which the advertisement for the positions was published in the News Paper/ Institute website i.e. 27 June 2020.
5. 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.
6. Reservation Policy will apply as per Government of India Rules.

Supporting Documents:

1. All supporting documents 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.
2. 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 interview, if called for the same. Applicants without the NOC will not be permitted to appear in the Interview.

Mode of Selection:

1. The shortlisted candidates meeting the qualifications as per conditions of RoR stated will be called for a Test and/or Personal Interview, based on which the selection will be made. Selection will be based on the results of the Test and/or Personal Interview.

Pay & Perks:

1. In addition to the basic pay, incumbents are eligible for allowances as per IIM Bodh Gaya/ CCS Rules and as applicable.

Conditions for Regular Appointments:

1. For regular appointment, there would be a probation period of 2 years.

Right of the Institute:

1. 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.
2. 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.
3. The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases.
4. The Institute reserves the right to fill or not to fill any of or all the posts.
5. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.
6. IIM Bodh Gaya reserves the right to reject/accept any candidature or cancel the process of recruitment without assigning any reason.
7. 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.
8. Preference will be given to PWD candidates if found suitable.
9. Canvassing in any form will lead to disqualification.
10. 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.
11. Candidates called for interview to fill a vacancy, may be considered for lower post if they are otherwise found suitable.
12. **Please submit the applications online on *or before* 19th July 2020.**
13. Candidates are advised to visit the website of IIM Bodh Gaya (www.iimbg.ac.in) regularly for updates. Amendments, corrigenda (if any), will be placed on the Institute website only.