

Non-Faculty Recruitment

Rules of Recruitment (RoR), Salary and Job Profile

1. Placement Officer – 1 (C)

Level: 11 (Pay Scale: Rs. 67,700 - 2,08,700 Entry Pay: Rs. 67,700)

Upper Age Limit: 50 years.

Qualification:

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.

Experience: Relevant post-qualification experience of 8 years in placement and career development out of which minimum 5 years experience in supervisory and executive functions.

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. 19th August 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.

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 10th September 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.