



भारतीय प्रबंध संस्थान बोध गया  
उरुवेला, प्रबंध विहार, बोध गया – ८२४२३४, भारत  
Indian Institute of Management Bodh Gaya  
Uruvela, Prabandh Vihar, Bodh Gaya – 824234, India

## **Non-Faculty Positions**

**May-2021**

**Indian Institute of Management (IIM) Bodh Gaya** has been established by the Government of India, Ministry of Human Resource Development in 2015 at Bodh Gaya – the Land of Enlightenment. IIM Bodh Gaya is looking for dedicated and committed non-faculty members who believe in institution building and have passion for excellence.

IIM Bodh Gaya invites applications from candidates with exceptional career profile for the following positions:

1. Chief Administrative Officer – 1 (C)
2. Assistant Engineer (Civil) – 1 (R/C)
3. Assistant Engineer (Electrical) – 1 (R/C)
4. Management Trainee – 3 (C)
5. Library Trainee – 1 (C)

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

**i. Chief Administrative Officer (On Contract)**

Level – 12

Pay Scale: Rs. 78,800/ - 2,09,200 Entry Pay: Rs. 78,800

If any retired senior officer from Central/ State Government, Defence Services/PSUs/ IIMs/IITs/IISERs/Government Universities equivalent to Level 10 and above applies, 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:**

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



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with a degree/diploma in management.

Should be excellent in oral and written communication in English.

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.

**ii. Assistant Engineer (Civil) (Regular/Contract)**

Level – 8

Pay Scale: Rs. 47,600 - 1,51,100 Entry Pay: Rs. 47,600

**Upper Age Limit:** 35 years.

**Qualification:** Bachelor's degree in Civil Engineering from a reputed UGC/AICTE recognized institution, with minimum 60% and above grade and should have a very good academic record throughout. M.Tech. would be preferable.

**Experience:** Minimum of 5 years of post-qualification experience in work related to all aspects of planning, estimation, design, supervision relating to construction of buildings, roads, sanitary, water supply systems and other works including upkeep & maintenance of all Institutional assets.

**Desirable:**

- Similar works experience in reputed educational institutions such as IIMs, IITs etc.

**Essential Skills:**

- Knowledge of CPWD rules, regulations and procedures.
- Knowledge of Bureau of Indian Standards and Safety Standards on works.
- Knowledge of General Financial Rules (GFR) 2017.
- Knowledge of PERT/CPM, Project planning & management, Budgeting, Cost & material reconciliation, MIS generation, Technical scenario planning, Understanding of Budgeting, and costing in large estate, Tendering procedures.
- Proficiency in MS Office, excel & e-mail etc.
- Ability to plan, organize and maintain accurate written & electronic records of all relevant work in the department.
- Good communication skills in English and Hindi (Oral and Written).



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**iii. Assistant Engineer (Electrical) (Regular/Contract)**

Level – 8

Pay Scale: Rs. 47,600 - 1,51,100 Entry Pay: Rs. 47,600

**Upper Age Limit:** 35 years.

**Qualification:** Bachelor's degree in Electrical Engineering from a reputed UGC/AICTE recognized institution, with minimum 60% and above grade and should have a very good academic record throughout. M. Tech would be preferable.

**Experience:** Minimum of 5 years of post-qualification experience in work related to all aspects of planning, estimation, design, supervision relating to electrical works of institutions, including upkeep & maintenance of all Institutional assets.

**Desirable:**

- Similar works experience in reputed educational institutions such as IIMs, IITs etc.

**Essential Skills:**

- Knowledge of CPWD rules, regulations and procedures.
- Knowledge of Bureau of Indian Standards and Safety Standards on works.
- Knowledge of General Financial Rules (GFR) 2017.
- Knowledge of PERT/CPM, Project planning & management, Budgeting, Cost & material reconciliation, MIS generation, Technical scenario planning, Understanding of Budgeting, and costing in large estate, Tendering procedures.
- Proficiency in MS Office, excel & e-mail etc.
- Ability to plan, organize and maintain accurate written & electronic records of all relevant work in the department.
- Good communication skills in English and Hindi (Oral and Written).

**iv. Management Trainee – 3 (Contract)**

**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.

**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.



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**v. Library Trainee – 1 (Contract)**

**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.

**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.

**General Information**

**Application:**

1. Interested candidates may apply online furnishing all particulars of qualifications, experience, salary drawn along with names of two referees preferably from concerned industry/field/area.
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/experience will be kept first day on which the advertisement for the positions was published in the News Paper/ Institute website i.e. May 26, 2021.
5. Age relaxation will be given to SC/ST/NC-OBC/PWD/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.
6. 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 NOC will not be permitted to appear in the Interview.
7. Reservation Policy will apply as per Government of India Rules.
8. Those candidates who have applied against earlier advertisement need to apply again.



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**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. No communication in any form will be entertained.

**Pay & Perks:**

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

**Conditions for Regular Appointments:**

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

**Right of the Institute:**

1. In case of overwhelming applications, the Screening Committee might use academic/ work- experience parameters as criteria for raising the bar and optimizing the application pool.
2. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for interview/test for his/her selection. Decision of the Institute to call the candidates for interview/test shall be final.
3. Institute reserves the right to seek feedback from past/current employers, if required.
4. 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.
5. The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases, if any.
6. The Institute reserves the right to fill or not to fill any of or all the posts.
7. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding on all.
8. IIM Bodh Gaya reserves the right to reject/accept any candidature or cancel the process of recruitment without assigning any reason.



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9. 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.
10. Canvassing in any form will lead to disqualification.
11. 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. No queries can be raised thereon.
12. Candidates called for interview to fill a vacancy, may be considered for lower post if they are otherwise found suitable.
- 13. Please submit the applications online on *or before* June 15, 2021.**
14. Candidates are advised to visit the website of IIM Bodh Gaya ([www.iimbg.ac.in](http://www.iimbg.ac.in)) regularly for updates. Amendments, corrigenda (if any), will be placed on the Institute website only.

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