



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

August-2021

Indian Institute of Management (IIM) Bodh Gaya has been established by the Government of India, Ministry of Education 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:

Sl.	Advt. #	Position	Section	Category					Total
				UR	EWS	NC-OBC	SC	ST	
1.	NT 2021-08-A	Administrative Officer		2	-	-	-	-	2
2.	NT 2021-08-B	Office Assistant	Programme	-	1	-	-	-	1
3.	NT 2021-08-C	Office Assistant	Admission	-	-	1	-	-	1
4.	NT 2021-08-D	IT & Computer Assistant	Admission	-	-	-	1	-	1
5.	NT 2021-08-E	Hostel Supervisor (Women)	Hostel	1	-	-	-	-	1
Total									6

Rules of Recruitment (RoR), Salary and Job Profile

1. Administrative Officer (Programmes), (Regular)

Level: 10

Pay Scale: Rs. 56,100 - 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.



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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' experience should be in handling these activities independently, preferably in a reputed Academic Institution/ University of repute like IIMs, IIT, IISER etc.

Job Profile:

To look after all the administrative / academic / admission activities at the Institute. To design, implement and managing academic programs, coordinate with faculty members and students to ensure the timely delivery of academic matters. Handling of General Administration functions of the Institute. Have a creative mind and excellent written and communication skills. Any other job as assigned by the higher officials. He / She shall report to Chairpersons/ Reporting Officers of respective activities.

2. Office Assistant – 1 (EWS), (Regular)

Section – Programme Office:

Level: 6

Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400

Upper Age Limit: 40 years

Qualification and Experience:

Bachelor's Degree (10+2+3) with minimum 55% marks or its equivalent grade and consistently good academic record and minimum 5 years of post-qualification relevant experience or Master's Degree (10+2+3+2) and minimum 55% marks or its equivalent grade and consistently good academic record and 3 years of post-qualification relevant experience in office work in a reputed organization/Govt. department. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Strong written and verbal communication skills are essential.

Job Profile:

To assist the concerned officials of the Programme Office in scheduling, managing online/offline classes for Ph.D., MBA, IPM, etc. Responsible for maintaining office filing and record keeping systems, records, confidential files and other related information for department needs, maintaining of inventory of office supplies and orders as necessary. Any other related works assignment time to time by the competent authority. Knowledge / experience of working with ERP/ Learning Management System (LMS) will be an added advantage.



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3. Office Assistant – 1 (NC-OBC), (Regular)

Section – Admission Office:

Level: 6

Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400

Upper Age Limit: 40 years

Qualification and Experience:

Bachelor's Degree (10+2+3) with minimum 55% marks or its equivalent grade and consistently good academic record and minimum 5 years of post-qualification relevant experience or Master's Degree (10+2+3+2) and minimum 55% marks or its equivalent grade and consistently good academic record and 3 years of post-qualification relevant experience in office work in a reputed organization/Govt. department. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Strong written and verbal communication skills are essential.

Job Profile:

Processing applications for Doctoral, MBA and IPM. Coordinating with other IIMs for conducting Common Admission Test (CAT), other joint entrance tests, Personal interview process for admission to MBA, IPM and other programs. To assist concerned officials in processing test results, preparing short list for GD and interviews, interview scores, final list of selected candidates, Correspondence with selected candidates in the form of offer of admission letters.

4. IT & Computer Assistant – 1 (SC), (Regular/Contractual)

Section – Admission Office:

Level: 6

Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400

Upper Age Limit: 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.



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Job Profile:

To manage the web-portal/database for Admission Activities related to Ph.D., MBA, and IPM, etc. It includes design/development of portals for application form submission and result declaration to students. Any other IT related job as assigned by the higher officials.

5. Hostel Supervisor (Women), (Regular/Contractual)

Level- 4

Pay Scale: Rs. 25,500 - 81,100 Entry Pay: Rs. 25,500

Upper Age Limit: 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: She should have at least 3 years of experience.

Job Profile:

Monitor the quality of food being provided in the mess. Ensure safety and security of all boarders at all times. To ensure maintenance of discipline in and around the Hostel. To ensure housekeeping and cleaning of the premises. Ensure timely repair and maintenance of the furniture and fittings of the hostel block. Any other hostel related job as assigned by the higher officials.

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 shall be **August 25, 2021**.



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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.
9. Applications of the candidates who submit two or more applications for one position will be rejected.

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.



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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.
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* August 25, 2021.**
14. Candidates are advised to visit the website of IIM Bodh Gaya (www.iimbg.ac.in and recruitment.iimbg.ac.in) regularly for updates. Amendments, corrigenda (if any), will be placed on the Institute website only.
