



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 Advertisement: August 2022

Date: 3rd August 2022

Non-Faculty Positions

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 posts:

Advt. No.	Position	Level	Category					Total
			UR	EWS	NC-OBC	SC	ST	
NT 2022-08-A	Administrative Officer – Public Relations (R/C) [#]	10	-	-	-	1	-	1
NT 2022-08-B	Administrative Officer – Admission (R/C)	10	1	-	-	-	-	1
NT 2022-08-C	Assistant Engineer – Electrical (R)	8	1	-	-	-	-	1
NT 2022-08-D	Assistant System Manager (R)	8	1	-	-	-	-	1
NT 2022-08-E	Assistant Librarian (R)	8	-	-	1	-	-	1
NT 2022-08-F	IT & System Assistant (R/C)	6	-	1	-	-	-	1
NT 2022-08-G	LDC (C)	2	1	-	-	-	-	1
NT 2022-08-H	Electrician (R)	2	1	-	-	-	-	1
Trainees:[§]								
NT 2022-08-I	Management Trainee (C)	-	2	-	1	-	-	3
NT 2022-08-J	Management Trainee – IT (C)	-	1	-	-	-	-	1
NT 2022-08-K	Library Trainee (C)	-	1	-	-	-	-	1
*R – Regular, C – Contractual		Total	9	1	2	1	-	13

[#] The applications received against the Advertisement number NT 2022-02-A dated 16th February 2022 against the post of Administrative Officer – Public Relations will be considered for the recruitment process of Advertisement number NT 2022-08-A. Applicants with changes to the status of qualification and achievements may submit fresh application again.

[§] A pool of suitable trainees will be prepared, who may be given offer letter and appointed as and when the requirement arises. The pool will remain valid for 1 year only from the date of declaration of result.



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Rules of Recruitment (RoR), Salary and Job Profile

1. Administrative Officer (Public Relations), (Regular/Contract) – SC

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 at least second class (55% marks) OR Post-Graduate degree in Public Relations or Journalism or Mass Communication (10+2+3+2) from a reputed University / Institute.

Desirable:

Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of Social Media Marketing/Digital Marketing/Content Curation will be an added advantage.

Experience:

Post-qualification experience of at least 8 years in General Administration, public relations, journalism, mass communication, media management and relations (online, broadcast and print), background in researching, writing and editing publications; out of which 5 years in independently handling these functions at Level-8/ Level-6 (7th CPC). Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

- Organize and oversee PR activities and ensure effective communication with stakeholders, media and the public including Press Conference.
- Develop PR campaigns and media relations strategies.
- Preparing press releases, keynote speeches and promotional material & publications (brochures, videos, social media posts etc.)
- Content Curation and Handling all Social Media Platforms/Channels.
- Building positive relationships with stakeholders, media and the public.
- Should have a creative mind and excellent written and communication skills.
- Confident in public speaking and project management abilities.



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- Track media coverage, prepare and submit Annual Reports & PR reports.
- Excellent organizational skills and problem-solving aptitude.
- Must be able to present running good image of institution on social media with pics, videos, small stories about students & achievements etc.

2. Administrative Officer (Admission), (Regular/Contract) – UR

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 at least 55% marks from a reputed & recognized University or Institute.

Desirable:

MBA with Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge/ experience of working with ERP/Learning Management System (LMS) will be an added advantage.

Experience:

Post-qualification relevant experience of at least 8 years out of which 5 years in independently handling Admissions in academics functions. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

Processing applications for Doctoral, Post-Graduate, Executive and Undergraduate programmes, Conducting Common Admission Test (CAT) in coordination with other IIMs, 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.



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3. Assistant Engineer - Electrical, (Regular) – UR

Level – 8

Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7th CPC)

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).



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4. Assistant System Manager, (Regular) – UR

Level-8

Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

Qualification:

B.E/B.Tech in Computer Science or Electronics / Electrical / Communication Engineering with specialization 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 7 years of experience of post-qualification in in Large Scale Networking and Security Services Management, hardware, software, Internet, e-mail systems, website, video conference, web conference and related services. Ability to handle network equipment like routers, switches, firewall etc. on CLI mode is essential. Network Certifications like CCNA, WCNA, CompTIA etc. or equivalent and experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Desirable:

- Experience in CorelDraw, Adobe Creative Suite (Illustrator, Photoshop and After Effects).
- Experience with other creative software, Drawing/illustration skills, still photography, motion-graphics skills.
- Hosting of events/meetings on digital platforms.
- Web-Streaming of live or recorded events.

Job Profile:

To assist in management of IT services/Computer Services, covering networking, hardware maintenance, web/portal, intranet services besides application development aspects for workflows / ERP systems. Assists the Systems Manager in maintaining all IT systems and equipment, maintaining hardware, cabling systems, networks, software, campus wi-fi and other technical issues. Provides users basic training support in use of common PC software. Installing equipment and configuring the network, troubleshooting and solving network related issue, improve the resilience of existing setup. Follow directives of management to ensure adherence to all the IT policies by all the IT users of IIM Bodh Gaya. Creation of design assets (Images/videos) for IIM



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Bodh Gaya web applications. Designing and Testing of entire website features from UX/UI perspective and escalation of any issues/ suggestions for improvements. Conceptualize and execute digital / physical marketing collaterals such as banners, emailers, gifs, videos etc. based on requirements. Provide design assets to IT team for implementation planning and information architecture for website. Maintain aesthetics and responsiveness of the website on all screen size.

5. Assistant Librarian, (Regular) – NC-OBC

Level-8

Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

Qualification:

Master's Degree in Library Science/Information Science/ Documentation with at least 60% marks or its equivalent grade and consistently good academic record.

Desirable:

M.Phil./Ph.D. degree in Library Science/Information Science/ Documentation/ Archives.

Experience:

Minimum 7 years of relevant experience post-qualification in the library department of a reputed Institute/University. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

To assist the Librarian in offering the library services to the Faculty and the students, to assist the faculty and students to secure books, articles and other teaching and research materials. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users. To assist in selecting, developing, cataloguing and classifying library resources. Liaising with departmental academic staff, external organizations and book suppliers. Upkeep of Library records and equipments. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office.



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6. IT & System Assistant, (Regular/Contract) – EWS

Level-6

Pay Scale: Rs. 35,400 - 1,12,400; Entry Pay: Rs. 35,400 (7th CPC)

Upper Age Limit: 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.

7. LDC, (Contract) – UR

Level-2

Pay Scale: Rs. 19,900 - 63,200; Entry Pay: Rs. 19,900 (7th CPC)

Upper Age Limit: 35 years

Qualification:

Graduate degree in any discipline (10+2+3) with minimum 55% Marks.

Experience:

Minimum 3 years of relevant post-qualification experience in office work. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Office Management Software will be an added advantage.

Job Profile:

- Central Dak receipt, maintenance of dispatch diary and dispatch work.
- Duties in respect of recording, indexing, periodical weeding of unwanted papers.



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- Preparation, up-keep and maintenance of relevant registers.
- Any other work assigned by the supervisory officers of the concerned section and Administrative Officer from time to time.

8. Electrician, (Regular) – UR

Level-2

Pay Scale: Rs. 19,900 - 63,200; Entry Pay: Rs. 19,900 (7th CPC)

Upper Age Limit: 35 years

Qualification:

Essential:

10+2 with 1 Year ITI Course or higher duration in the Electrician Trade or Matric with a minimum of 50% marks also 2 years of ITI Certificate in the Electrician Trade.

Desirable:

Proficiency in Computers with MS Office.

Experience:

Post Qualification three Years Minimum in handling electrical Systems and component of any educational Institute. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Office Management Software will be an added advantage.

Job Profile:

He/she should be able to:

- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem. Connect wires to circuit breakers, transformers, or other components.
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and



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fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.

- Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.
- Provide assistance during emergencies by operating floodlights and generators, placing flares, and driving vehicles, if needed.

Trainees:

9. Management Trainee, (Contract) – UR: 2, NC-OBC: 1

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.

Job Profile:

To assist the academic and research activities of the Institute.



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10. Management Trainee – IT, (Contract) – UR

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 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.

11. Library Trainee, (Contract) – UR

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.



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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/educational qualification shall be **23rd August 2022**.
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.



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Mode of Selection:

1. The shortlisted candidates meeting the qualifications as per the 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.
2. The list of waitlisted candidates will remain valid for 1 year from the date of declaration of result.

Pay & Allowances:

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



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of the 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 application(s) online on or before 23rd August 2022.**
14. Candidates are advised to visit the website of IIM Bodh Gaya (www.iimbg.ac.in and www.recruitment.iimbg.ac.in) regularly for updates. Amendment/corrigendum (if any) will be placed on the Institute website only.
