



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

Date: 15th November 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
NT 2022-11-A	Estate cum Project Officer (C)	12	UR	1
NT 2022-11-B	Administrative Officer – MDP (R/C)	10	NC-OBC	1
NT 2022-11-C	Finance & Accounts Officer (R/C)	10	EWS	1
NT 2022-11-D	Assistant Administrative Officer – Placement (R/C)	8	NC-OBC	1
NT 2022-11-E	Research Assistant	A pool of suitable candidates will be prepared, who may be appointed as and when the requirement arises. The pool will remain valid for 1 year only from the date of declaration of results.		
NT 2022-11-F	Teaching Assistant			
NT 2022-11-G	Management Trainee			
NT 2022-11-H	CEO – INSPIRE : Section 8 Incubation Centre (C)#	10	UR	1

#The applicants who applied against earlier advertisement number NT 2022-01-B dated 19th January 2022, need to apply again.



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Rules of Recruitment (RoR), Salary and Job Profile

1. Estate cum Project Officer, (Contract) – UR

Level – 12

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

For retired senior officer from Departments, Undertakings, and authorities under Government of India in Level-10 and above, 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 Departments, Undertakings, and authorities under Government of India will be relaxed.

Qualification:

Essential:

B.E/B.Tech. in Engineering (Civil) from a recognized University/Institute with 60% and consistently good academic record.

Desirable:

Knowledge of handling of essential computer programmes.

Experience:

Minimum 15 years of experience in handling of construction projects post-qualification preferably with Departments, Undertakings, and authorities under Government of India.

2. Administrative Officer – MDP, (Regular/Contract) – NC-OBC

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 Management (MBA) (10+2+3+2) from a reputed University / Institute.



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Desirable:

Proficiency in English and Hindi languages along with good skills in computer operations (MS Windows & MS Office), Internet, Knowledge / 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 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 in the Grade Pay of Rs.4600/Rs.4800.

Job Profile:

To look after all the General Administration, Maintenance, Communication, Transport and other administrative areas as required. He/she will also be required to act as the Public Information Officer under the RTI Act, 2005. To design, implement and managing academic programs, coordinate with faculty members and students to ensure the timely delivery of academic matters and any other work as assigned by the higher officials. He / She shall report to Chief Administrative Officer / Senior Administrative Officer / Chairpersons of respective activities. Any other related works assigned by the competent authority from time to time.

3. Finance & Accounts Officer, (Regular/Contract) – EWS

Level – 10

Pay Scale: Rs. 56,100 - 1,77,500; Entry Pay: Rs. 56,100

Upper Age Limit: 40 years

Qualification:

Chartered Accountant/ Cost Accountant OR M.Com. preferably with S.A.S or equivalent, with minimum 55% 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:

Minimum 8 years of experience post-qualification as Accounts Executive in industry/Govt./Public Sector undertaking, having knowledge of Government financial, accounting, taxation & audit rules and procedures. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.



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Knowledge of Government financial, accounting, taxation & audit rules and procedures will be preferred.

Desirable:

- Familiarity in computerized accounting environment such as Tally/ERP/PFMS etc.

4. Assistant Administrative Officer – Placement, (Regular/Contract) – 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:

Graduate/Post-Graduate degree (10+2+3+2) preferably MBA with at least 55% marks from a reputed & recognized University or Institute.

Experience:

Post-qualification relevant experience of at least 8 years for Graduates and 5 years for Post-Graduates, out of which 3 years in independently handling Placement functions and Corporate Interactions at reputed academic institutes. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Desirable:

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

Job Profile:

Assistant Administrative Officer should correspond to prospective companies for interview date and schedule of events. Should be able to arrange for interview facilities at the campus and written test halls. Should provide necessary inputs about the institute and coordinate placement for smooth functioning at various locations. Should be able to collect the appointment letter or correspond to



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get it as soon as the interview is over, to distribute appointment letter and collect acceptance letters from the students and dispatch to the employers.

5. Research Assistant

Consolidated emoluments: Depending upon quality of qualification and experience, selected candidates will be paid a monthly consolidated salary in the range of Rs. 30,000.

Qualification & Experience:

Typically, a candidate must have post-graduate degree in relevant field with 60% marks from a recognized University/ Institute. While prior work experience is not an essential requirement for position of Academic Assistant, those who do possess relevant experience would be preferred. Those desiring to be considered for Academic Assistant position would need to demonstrate higher levels of academic accomplishments and experience. Candidates are expected to be fluent in conversation, written communication, and computing skills.

Tenure:

This is a contractual position, initially offered for a year and renewable on a yearly basis subject to satisfactory performance and work behaviour. The maximum tenure of Academic Assistant/Associate will be for three years.

Job Details:

These positions will provide young scholars the opportunity to work with faculty members in respective areas to deepen their understanding of subject matter and also develop a working understanding of the roles and responsibilities of academic life. It is hoped that such experience will help them in choosing careers in research, teaching, academic administration or even civil services.

Roles and Responsibilities:

We envisage the following roles and responsibilities:

- i. Assist faculty in preparing bibliography
- ii. Identify and access relevant journal, magazine and newspaper articles
- iii. Track videos, story lines in social media
- iv. Assist faculty in preparing course material, attend lectures when required, observe student participation in case discussion, mark answer scripts, assist in invigilation etc.
- v. Attend tutorials; guide and counsel students as follow-up



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- vi. Assist, engage and collaborate with faculty in publication, developing research proposals, and organizing research seminars and conferences
- vii. Assist in drafting research proposals
- viii. Assist in field studies/ data collection

6. Teaching Assistant

Consolidated emoluments: Depending upon quality of qualification and experience, selected candidates will be paid a monthly consolidated salary in the range of Rs. 30,000.

Qualification & Experience:

Typically, a candidate must have post-graduate degree in relevant field with 60% marks from a recognized University/ Institute. While prior work experience is not an essential requirement for position of Academic Assistant, those who do possess relevant experience would be preferred. Those desiring to be considered for Academic Assistant position would need to demonstrate higher levels of academic accomplishments and experience. Candidates are expected to be fluent in conversation, written communication, and computing skills.

Tenure:

This is a contractual position, initially offered for a year and renewable on a yearly basis subject to satisfactory performance and work behaviour. The maximum tenure of Academic Assistant/Associate will be for three years.

Job Details:

These positions will provide young scholars the opportunity to work with faculty members in respective areas to deepen their understanding of subject matter and also develop a working understanding of the roles and responsibilities of academic life. It is hoped that such experience will help them in choosing careers in research, teaching, academic administration or even civil services.

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- student participation in case discussion, mark answer scripts, assist in invigilation etc.
- v. Attend tutorials; guide and counsel students as follow-up
 - vi. Assist, engage and collaborate with faculty in publication, developing research proposals, and organizing research seminars and conferences
 - vii. Assist in drafting research proposals
 - viii. Assist in field studies/ data collection

7. Management Trainee

Consolidated emoluments: Rs.20,000-35,000 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.

8. Chief Executive Officer – INSPIRE: Section 8 Incubation Centre, (Contract) – UR

Consolidated Emoluments: Rs. 75,000 - 1,50,000 (Depending on Experience)

Preferred Age Limit: 30 to 35 years

Qualification:

Post-Graduate degree (10+2+3+2) preferably MBA with at least 55% marks from a reputed & recognized University or Institute.



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Desirable:

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

Experience:

Post-qualification relevant experience of atleast 5 years including few years of independently handling Innovation, Incubation Centers and Entrepreneurship functions in industry/Govt./Public Sector undertaking. Experience in institutes of repute like IIMs, IIT, IISER, Sectoral expertise such as agri/rural; wellness/healthcare; fintech etc. as well as industry connections are additionally preferred qualifications.

Job Profile:

Administration of Center for Innovation and Entrepreneurship, Project Management for Incubatees, Documentation and Research, Outreach programs, Support in managing the various schemes of the government related to entrepreneurship.

Must possess an inquisitive and creative mind. Must be independent and self-directed but able to work and lead a team of creative individuals. Superior research and analytical skills to track and predict trends. Must be able to work creatively within a budget and use innovation to find ways of more effectively managing resources. Strong business knowledge, understanding of a variety of business practices, and familiarity with the industry. Must be able to collaborate with executives, creative teams, research and development, and product development teams.

Strong business knowledge, understanding of a variety of business practices, and familiarity with the company's industry. Must have excellent interpersonal skills and the ability to persuasively sell ideas. The contract will be initially for two years and extendable on yearly basis depending on the performance and requirement.



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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 **6th December 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 6th December 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.
