



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: 27th July 2023

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	
NT 2023-07-B	Management Trainee cum Counsellor – Clinical/ Counselling Psychology	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 result.

Rules of Recruitment (RoR), Salary and Job Profile

1. Management Trainee cum Counsellor - Clinical Counselling Psychology

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 in Clinical/ Counselling Psychology from a reputed and recognized Institute/University with minimum 55% marks.

Experience:

At least 3 years of experience in the field of Clinical/Counselling Psychology as counsellor with fluency in Hindi & English languages. Experience in institute of repute and universities will be preferred.



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Job Description:

- Should be empathetic, approachable, kind and sensitive towards Students, Faculty members and non-teaching members, and to maintain strict confidentiality.
- To provide Consultation as per requirement for Students, Faculty members and non-teaching members of the Institution.
- To provide Counselling, Therapies and Assessments for psychological well-being of Students, Faculty members and non-teaching members of the Institution.
- To be available on Call for Consultation/Appointment as and when required.
- To conduct/co-ordinate in-house training/mental health awareness sessions in the Institution.
- To maintain and forward to the competent authority proper document/records of the Consultation Sessions delivered.
- Should be readily available to be present in the campus as and when required.
- Should ensure confidentiality.

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 **2nd August 2023**.
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



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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 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 appointments, 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 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



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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 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 2nd August 2023.**
14. Candidates are advised to visit the website of IIM Bodh Gaya (www.iimbg.ac.in or www.recruitment.iimbg.ac.in) regularly for updates. Amendment/corrigendum (if any) will be placed on the Institute website only.
