



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: 23rd August 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 Regular (R)/Contractual (C) positions:

Advt. No.	Position	Level	Category	Total
NT 2023-08-A	System Manager (R/C)	11	UR	1
NT 2023-08-B	Administrative Officer (Public Relations) (R/C)	10	SC	1
NT 2023-08-C	Finance & Accounts Officer (R/C)	10	UR	1
NT 2023-08-D	Assistant Administrative Officer (Placement) (R/C)	8	NC-OBC	1
NT 2023-08-E	Office Assistant (R/C)	6	ST	1
NT 2023-08-F	UDC (R/C)	4	UR	2
NT 2023-08-G	Plumber (C)	2	NC-OBC	1
NT 2023-08-H	Hostel Assistant (R/C)	2	EWS-1, SC-1, NC-OBC-1	3
NT 2023-08-I	Building Management System Operator (C)	2	UR	1
NT 2023-08-J	Electrical Substation Operator (C)	2	UR	2
NT 2023-08-K	Electrician (C)	2	NC-OBC	1
*R – Regular, C – Contractual			Total:	15

Rules of Recruitment (RoR), Salary and Job Profile

1. System Manager, (Regular/Contract) – UR (1)

Level – 11

Pay Scale: Rs. 67,700 - 2,08,700 Entry Pay: Rs. 67,700

Upper Age Limit: 50 years

Qualification:

Essential:

B.E/B.Tech in Computer Science or Electronics Engineering with specialisation 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 8 years of post-qualification experience in maintaining and supporting large scale networks, hardware, software, Internet, e-mail systems and related services.



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Job Profile:

To manage the IT infrastructure of the Institute including the hostel. The IT infrastructure will include large scale networks, hardware, software and related services.

2. 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.
- 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.



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3. Finance & Accounts Officer, (Regular/Contract) – UR (1)

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. 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 (1)

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



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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 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. Office Assistant, (Regular/Contract) – ST (1)

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.

6. UDC, (Regular/Contract) – UR (2)

Level – 4

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.
- 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.



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7. Plumber, (Contract) – NC-OBC (1)

Level-2

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

Upper Age Limit: 30 years

Qualification:

Essential:

Diploma in Mechanical Engineering (minimum of 50% marks)

Or

10+2 (minimum of 50% marks) with 1 Year ITI Course in the Plumbing Trade with minimum or 10th (minimum of 50% marks) and 2 years of ITI Certificate in the Plumbing Trade.

Desirable:

Proficiency in Computers with MS Office.

Experience:

Post Qualification Five (5) Years Minimum for ITI holders and three (3) years for Diploma Holders. plumbing activities of buildings in educational Institutions, in PSUs. Experience in institutes of repute like IIMs, IITs, NITs, IISER etc. will be preferred.

Job Profile:

He/she should be able to:

- Maintain logbooks.
- identify the problems in water supply piping systems and also in waste water, sewage connections of pipes and fittings, installation of pumps dismantling of pumps connected with motors, connection of coolers and other equipment.
- identify the problem in plumbing systems and rectify if they are minor in nature and address the problem to the reporting official.
- Any other related works assigned by the competent authority from time to time.

8. Hostel Assistant, (Regular/Contract) – EWS (1), SC (1), NC-OBC (1)

Level-2

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

Upper Age Limit: 40 years

Essential Qualification: Graduate in any discipline.

Desirable Qualification: Certificate course in Hospitality Management/ Catering/ House Keeping etc. from a recognized government institute or reputed Hotel.

Experience: Minimum 2 years of experience in similar kind of job.

Job Profile: Monitor the quality of food being provided in the mess. Ensure safety and security



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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. Required to stay inside Hostel campus. Any other hostel related job as assigned by the higher officials.

9. Building Management System Operator, (Contract) – UR (1)

Level-2

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

Upper Age Limit: 30 years

Essential Qualification:

Diploma in Electrical/Electronics Engineering (minimum of 50% marks)

Or

10+2 (minimum of 50% marks) with 1 Year ITI Course in the Electrical/Electronics Trade with minimum or 10th (minimum of 50% marks) and 2 years of ITI Certificate in the Electrical/Electronics Trade.

Desirable Qualification: Proficiency in Computers with MS Office.

Experience: Post Qualification Five (5) Years Minimum for ITI holders and three (3) years for Diploma Holders. Experience in handling electrical Substations/house wiring/PLC/SCADA operation and maintenance of other electrical and electronics equipment of reputed institutions like IIMs, IITs, NITs, IISER etc. will be preferred.

Job Profile:

- He/she should be able to:
 - Maintain logbooks.
 - 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 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.
 - Any other related works assigned by the competent authority from time to time.



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10. Electrical Substation Operator, (Contract) – UR (2)

Level-2

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

Upper Age Limit: 30 years

Essential Qualification:

Diploma in Electrical/Electronics Engineering (minimum of 50% marks)

Or

10+2 (minimum of 50% marks) with 1 Year ITI Course in the Electrical/Electronics Trade with minimum or 10th (minimum of 50% marks) and 2 years of ITI Certificate in the Electrical/Electronics Trade.

Desirable Qualification: Proficiency in Computers with MS Office.

Experience: Post Qualification Five (5) Years Minimum for ITI holders and three (3) years for Diploma Holders. Experience in handling electrical Substations/house wiring/PLC operation and maintenance of other electrical and electronics equipment of reputed institutions like IIMs, IITs, NITs, IISER etc. will be preferred.

Job Profile:

- He/she should be able to:
 - Maintain logbooks.
 - Operate and maintain 33 KVA electrical substations.
 - He should have adequate knowledge about the safety norms as per codes and regulations ,Inter Lock Systems as applicable to be followed while operating an Electrical Sub Station.
 - 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 fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
 - Provide assistance during emergencies by operating floodlights and generators, placing flares, and driving vehicles, if needed.
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11. Electrician, (Contract) – NC-OBC (1)

Level-2

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

Upper Age Limit: 30 years

Essential Qualification:

Diploma in Electrical/Electronics Engineering (minimum of 50% marks)

Or

10+2 (minimum of 50% marks) with 1 Year ITI Course in the Electrical/Electronics Trade with minimum or 10th (minimum of 50% marks) and 2 years of ITI Certificate in the Electrical/Electronics Trade.

Desirable Qualification: Proficiency in Computers with MS Office.

Experience: Post Qualification Five (5) Years Minimum for ITI holders and three (3) years for Diploma Holders. Experience in handling electrical Substations/house wiring/PLC operation and maintenance of other electrical and electronics equipment of reputed institutions like IIMs, IITs, NITs, IISER etc. will be preferred.

Job Profile:

- He/she should be able to:
 - Maintain logbooks.
 - 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.
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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 **12th September 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 tests (written and/or skill) and/or interview, if called for the same. Applicants without NOC will not be permitted to appear in the written test and/or interview.
7. Reservation Policy will apply as per Government of India Rules.
8. Those candidates who have applied against earlier advertisements 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 tests (written and/or skill) and/or personal interview, based on which the selection will be made. Selection will be based on the results of the tests (written and/or skill) and/or personal interview, as per IIMBG HR policy. No interim 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



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- 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 tests (written and/or skill) and/or personal interview for his/her selection. Decision of the Institute to call the candidates for interview/tests 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. The Institute reserves the right to increase or decrease the number of any or all the posts.
 8. 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.
 9. IIM Bodh Gaya reserves the right to reject/accept any candidature or cancel the process of recruitment without assigning any reason.
 10. 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.
 11. Canvassing in any form will lead to disqualification.
 12. 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.
 13. Candidates called for interview to fill a vacancy may be considered for lower post if they are otherwise found suitable.
 14. The Institute will retain data of online applications received for non-shortlisted candidates only for three months after the completion of the recruitment process.
 15. The Institute reserves the right to increase or decrease the number of vacancies advertised as per need/directives of Government of India or cancel the advertisement itself in toto or partially without any further notification or assigning any reason.
 - 16. Please submit the application(s) online on or before 12th September 2023.**
 17. 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.
