



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: 16th December 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.

Online applications are invited for the **Walk-in-Interview** for the post of **Multi-Tasking Staff (MTS)** purely on Contractual basis initially for a period of 1 (one) year which may be extended further on the basis of performance.

Schedule for the Walk-in-Interview:

Date: 23rd December 2023

Time: 09:00 am

Venue: IIM Bodh Gaya, Uruvela, Prabandh Vihar, Bodhgaya – 824234, Bihar.

(Entry for walk-in candidates shall be allowed between 8:30 am to 12:30 pm)

Details are given below:

Advt. No.	Position	
NT 2023-12-A	Multi-Tasking Staff (MTS)	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. Multi-Tasking Staff (MTS)

Consolidated emoluments: Rs.15000-20,000 depending upon qualification and experience.
The contract will be for a period of one year which may be extended further based on performance.



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Upper Age Limit: 30 years

Qualification:

Bachelor's degree in any discipline with minimum 60% marks or its equivalent grade and consistently good academic record.

Proficiency in computer operations (MS Windows & MS Office) and the Internet. The candidate should be excellent in oral and written communication in English.

Experience:

1-2 years of relevant work experience. Experience in institutes of repute and universities will be preferred.

Job Description:

1. Physical maintenance of records of the section
2. General cleanliness and upkeep of the Section/Unit
3. Carrying of files and other paper within the building
4. Photocopying, sending of Fax etc.
5. Other non-clerical work in the Section/Unit
6. Assisting in routine office work like diary, dispatch etc, including computer
7. Delivering of Dak (outside the building)
8. Watch and ward duties
9. Opening and closing rooms
10. Cleaning of rooms
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Work related to his qualification, if it exist.
14. Driving of vehicle, if possession of valid driving license.
15. Upkeep of parks, lawns, potted plants etc.
16. Any other work assigned by the superior authority.

General Information

Application:

1. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves regarding their eligibility.



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2. The shortlisting of candidates for the pool will be based on scrutiny of documents of their age, qualification, experience etc., and as found eligible as per prescribed criteria and subsequent interaction of candidate by the selection panel.
3. The selected candidates may have to work in shift(s)/ rotational basis as per institutional requirement. No extra conveyance will be paid by IIM Bodh Gaya.
4. Candidates must produce original documents in respect of DOB, Qualification and Experience as per eligibility criteria on the date of document verification and interview/interaction otherwise they will not be allowed to appear in the interview/interaction.
5. 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).
6. Candidates must bring one set of photocopies of all relevant documents and two photographs.
7. The details of the candidate in the application form must be the same as mentioned in his/her Class 10th Certificate and PAN Card and Aadhar Card. In case the candidate has changed his/her name subsequent to Class 10th, the evidence to that effect should be furnished at the time of interaction/documents verification.
8. Cut-off date for determining the age/experience/educational qualification shall be 23rd December 2023.
9. 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.
10. 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.
11. Reservation Policy will apply as per Government of India Rules.
12. Those candidates who have applied against earlier advertisement need to apply again.



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Mode of Selection:

1. The eligible candidates are requested to apply online at www.iimb.ac.in and report for personal interaction/interview and/or Test at the given venue on the specified date.
2. Selection will be based on the results of the Personal Interaction/Interview and/or Test. No communication in any form will be entertained.
3. **Before applying and reporting for the interview, the candidates should ensure that they fulfill all the eligibility norms.**

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. IIMBG does not guarantee the deployment of all shortlisted/selected candidates.
3. No TA/DA will be provided to candidates for appearing for the Interaction/documents verification etc.
4. IIM Bodh Gaya has the right to accept or reject the application(s) without assigning any reason thereof.
5. IIM Bodh Gaya has the right to withdraw this advertisement at any time without any notice.
6. Incomplete/Duplicate application shall be summarily rejected.
7. In case at any stage of the recruitment process the documents/information provided by the candidate is found fake or misleading his/her candidature is liable to be rejected.
8. Mere fulfilling the minimum qualifications and experience will not confer any right to the candidates for being called for an interview/test for his/her selection. Decision of the Institute to call the candidates for an interview/test shall be final.
9. Institute reserves the right to seek feedback from past/current employers, if required.
10. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of the appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication including appointment offer made to



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the candidate.

11. The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases, if any.
12. The Institute reserves the right to fill or not to fill any of or all the posts.
13. 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.
14. IIM Bodh Gaya reserves the right to reject/accept any candidature or cancel the process of recruitment without assigning any reason.
15. 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.
16. Canvassing/trying to influence IIM Bodh Gaya employees to secure the job in any manner shall disqualify the candidate.
- 17. Please submit the application(s) online on or before 23rd December 2023 (09:00 am).**
18. 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.
