



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: 3rd July 2024

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:

Sl.	Advt. No.	Position (R – Regular, C – Contractual)	Level	Category
1	NT 2024-07-A	Chief Administrative Officer (R/C)	12	UR
2	NT 2024-07-B	Estate cum Project Officer (C)	12	UR
3	NT 2024-07-C	AAO (Hindi Language & Administration) (R/C)	8	NC-OBC
4	NT 2024-07-D	UDC (R/C)	4	NC-OBC
5	NT 2024-07-E	Junior Horticulturist (C)	4	SC
6	NT 2024-07-F	Junior Assistant (Electrical) (R/C)	4	UR
7	NT 2024-07-G	DG Operator (C)	2	ST
<i>For AIC INSPIRE: Section 8 Incubation Centre</i>				
8	AI 2024-07-A	Chief Executive Officer (C)	10	UR
9	AI 2024-07-B	Administrative Executive (C)	6	UR



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Rules of Recruitment (RoR), Salary and Job Profile

1. Chief Administrative Officer, (Regular/Contract) – UR (1)

Level – 12

Pay Scale: Rs 78,800 -2,09,200 Entry Pay: Rs. 78,800 (7th CPC)

Upper Age Limit: 50 years

Qualification:

Essential:

Post-graduate degree in any discipline with at least (55% marks) OR Engineering Graduate with a degree/diploma in management. (MBA will be Preferred).

Desirable:

Proficiency in computer operations (MS Windows & MS Office) and the Internet. Should be excellent in oral and written communication in English. Should be proficient in man-management with excellent interpersonal skills.

Experience:

Minimum of 15 years of relevant experience, including at least 5 years experience in level 11 or 10 years experience in level 10 and above in a supervisory role/ head of an administrative unit in Central/ State Government Organizations/ PSUs/ Universities/Autonomous bodies/ Centrally/ Funded Institutions/ Deemed University/ Private Higher Education Institutes of national repute. Experience in institutes of repute like IIMs, IIT, IISER, etc. will be preferred.

Job Profile:

- i. Work as a head of the General Administration.
- ii. Coordinating administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, and contract services.
- iii. Act as Nodal Officer for MHRD in matters relating to Grievances, SC / ST / OBC, Parliament Questions, etc. Further, CAO may be assigned institutional responsibilities in accordance with Institute's needs.
- iv. Assisting in organizing various meetings of the Board of Governors (BoG)/its committees, follow-ups and the preparation of Agenda and Minutes of such meetings. He/she will maintain liaison between the Institute and outside authorities.
- v. He/she must have a thorough knowledge of GeM portal, GFR 2017, FR&SR and relevant Central Government rules & procedures.
- vi. To coordinate RTI related matters.
- vii. Experience in handling legal matters.
- viii. Coordinating activities with faculty members and render necessary administrative support in the discharge of their academic duties and functions; and
- ix. Any other work or task that may be assigned by the Director from time to time.



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

Level – 12

Pay Scale: Rs 78,800 -2,09,200 Entry Pay: Rs. 78,800 (7th CPC)

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.

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.

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

Experience:

Essential:

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

Desirable:

- i. Knowledge of handling of essential computer programmes.

3. Assistant Administrative Officer (Administration & Hindi Language), 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:

- i. Good academic record with Master's degree in Hindi, of at least 55% marks or its equivalent grade.
- ii. Degree course with English/Hindi as compulsory/elective subject or either of the two as a medium of examination and the other as a compulsory/elective subject.

Experience:

- Minimum 5 years of experience in translation from English to Hindi and vice-versa.
- Should possess experience in academic institution administration routine management.

Desirable:



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- M.Phil. in Hindi.
- Proficiency in MS Office and such applications.
- Knowledge of management of short/long academic courses including routine conduct.

4. UDC, (Regular/Contract) – NC-OBC (1)

Level – 4

Pay Scale: Rs. 25,500 – 81,100; Entry Pay: Rs. 25,500 (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.

5. Junior Horticulturist, (Contract) – SC (1)

Pay Level –4

Pay Scale: Rs. 25,500 – 81,100; Entry Pay: Rs. 25,500

Age Limit: 32 Years

Educational Qualification:

Essential:

B.Sc in Agriculture or Botany or Horticulture from a recognized Institute or University with at least 55 % marks.

Desirable:

Excellent written and verbal communication skills and Working experience in a computerized environment.

Experience:

Minimum 2 years' experience in Horticulture including ornamental gardening in any Government Department or PSU or autonomous or statutory body.



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6. Junior Assistant (Electrical), (Regular/Contract) – UR (1)

Pay Level –4

Pay Scale: Rs. 25,500 – 81,100; Entry Pay: Rs. 25,500

Age Limit: 32 Years

Educational Qualification:

Essential:

03 Years Diploma in Electronics & Communication/ Instrumentation/ Electrical Engineering/ Electronics/ Microelectronics from a recognized Institute with at least 55 % marks. Have.

Desirable:

Should have computer literacy and experience of working with computer office applications.

Desirable:

Excellent written and verbal communication skills and Working experience in a computerized environment.

Experience: 3 years experience in relevant field.

The relevant experience should be in the following fields:

- i. Substation - O&M, Testing & Commissioning
- ii. Internal EI
- iii. DG system
- iv. Underground Cables
- v. SCADA & Automation

Note: - Applicants holding higher degree / AMIE can also apply.

7. DG Operator, (Contract) – ST (1)

Pay Level –2

Pay Scale: Rs. 19,900 – 63,200; Entry Pay: Rs. 19,900

Age Limit: 32 Years

Educational Qualification:

Essential:

- a) 10th Class /Standard or equivalent.
- b) ITI Diploma Certificate in Electrician Engineering/ Mechanical Engineering from a recognized Institute.

Experience:

Have 3 years' experience in operating and maintaining DG sets.

Note: - Applicants holding higher degree / AMIE can also apply.



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8. Chief Executive Officer – AIC INSPIRE: Section 8 Incubation Centre, (Contract) – UR (1)

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.

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 a yearly basis depending on the performance and requirement.

9. Administrative Executive – AIC INSPIRE: Section 8 Incubation Centre, (Contract) – UR (1)

Level- 6

Pay Scale: Rs. 35,400 - 60,000, Entry Pay 35,400

Upper Age Limit: 36 years.

Qualification:

Essential:

Graduate (in any stream) from reputed UGC/AICTE recognised institution with minimum 60%



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(or equivalent) grade with good academic track record.

Experience:

Minimum 5 years of experience in administrative activities. Administrative activities where government protocols and interactions are an important part of the process and governance is very useful. Proficiency in managing government portals, development and maintenance of records, files, data management, identifying fund raising opportunities, fund raising protocols, managing multiple stakeholders such as incubatees, students, faculty, start-up mentors, government representatives etc., are critical competencies for the profile. Being agile enough to work with multiple stakeholders and executing on varying tasks is an important trait. Other critical proficiencies needed include ability to work with computers and computer applications such as MS Office/MS Windows, ability to write cogent documents, manage data, Internet search and use. Incubation centre work experience will be preferred.

Job Profile:

He/She will support the CEO of Incubation centre as well as Chairperson E-Cell with regard to executing day to day administrative tasks –

1. Manage Incubatees at the center for their day-to-day requirements such as use of office space, amenities, lab etc.
2. Implement approved policies of the Incubation center in day to say activities.
3. Maintenance of records and filing system.
4. Documentation as and when required.
5. Managing various government portals where data has to be entered and maintained.
6. Searching and identifying funding opportunities on timely basis.
7. Supporting CEO and Chairperson in procuring Incubation and incubatee related information.
8. Maintaining expense reports, bills etc in the absence of accounts personnel.
9. Managing Incubatee accounts and details.
10. Maintaining database of required resources including contact details and web-resources.
11. Go-between and relationship management between stakeholders such as IIMBG administration, faculty, students and the members associated with incubation center, mentors for incubatees, government representatives of funding agencies, primarily Atal Innovation Mission members.
12. Managing and coordinating Incubation events such as pitching events and capacity development programs.
13. Scheduling mentoring sessions and ensuring completion as per protocol and maintaining records of the same.
14. Other related works assigned by competent authorities.



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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 July 2024**.
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

- 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. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of the online application. They are advised to ensure their eligibility for making an application to the post. No enquiry asking for advice as to eligibility will be entertained.
 4. Candidates desirous of applying for more than one position are required to apply separately for each post.
 5. The period of experience rendered by a candidate on part-time basis, daily wages, etc. will not be counted while calculating the valid experience for shortlisting the candidates for the interview/ written test.
 6. The decision of the Competent Authority at IIM Bodh Gaya in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/selection, the conduct of interview, will be final and binding on the candidates.
 7. The above position requires full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
 8. The Institute shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or inclusion, the responsibility and liability shall lie solely with the candidate and the candidate alone would be responsible for consequences if any.
 9. Application submitted for a particular post is not transferable to any other post.
 10. The aforesaid terms & conditions shall be supplementary and in addition to the terms of appointment order/ contract, which shall be issued to the selected candidate if any.
 11. Institute reserves the right to seek feedback from past/current employers, if required.
 12. 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.
 13. The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases, if any.
 14. The Institute reserves the right to fill or not to fill any of or all the posts.
 15. The Institute reserves the right to increase or decrease the number of any or all the posts.
 16. 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.
 17. IIM Bodh Gaya reserves the right to reject/accept any candidature or cancel the



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- process of recruitment without assigning any reason.
18. 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.
 19. Canvassing in any form will lead to disqualification.
 20. 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.
 21. Candidates called for tests (written and/or skill) and/or personal interview to fill a vacancy may be considered for lower post if they are otherwise found suitable.
 22. The Institute will retain data of online applications received for non-shortlisted candidates only for three months after the completion of the recruitment process.
 23. 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.
 - 24. Please submit the application(s) online on or before 23rd July 2024.**
 25. 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.
