



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 October 2024

Non-Faculty Positions

Indian Institute of Management Bodh Gaya (IIM Bodh Gaya) has been established by the Government of India, Ministry of Education in 2015 at Bodhgaya – 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 (# of Posts)
1	NT 2024-10-B	Chief Administrative Officer (R/C)	12	UR (1)
2	NT 2024-10-C	Estate cum Project Officer (R/C)	12	UR (1)
3	NT 2024-10-D	Executive Engineer (R/C)	11	UR (1)
4	NT 2024-10-E	Administrative Officer - Public Relation (R/C)	10	SC (1)
5	NT 2024-10-F	Internal Audit Officer (R/C)	10	NC-OBC (1)
6	NT 2024-10-G	Office Assistant (R/C)	6	UR (1), SC (1)
7	NT 2024-10-H	Account Assistant (R/C)	4	EWS (1)
8	NT 2024-10-I	LDC (R/C)	2	UR (1)

Last date of submission of online applications is **5th November 2024**. For details, please visit www.iimbg.ac.in. **Those who applied earlier need to apply again.** Reservation applies as per Govt. of India Rules.



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, (Regular/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. Executive Engineer, (Regular/Contract) – UR (1)

Level – 11

Pay Scale: Rs. 67,700 - 2,08,700; Entry Pay: Rs. 67,700 (7th CPC)

Upper Age Limit: 50 years.

Qualification:

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

Experience:

Essential:

Minimum of 10 years of experience post-qualification preferably from CPWD / State PWD or similar organized services /Ssemi-Govt. / PSU / Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central / State Govt.

Desirable:

Knowledge of Computer-aided Design (CAD) and latest Management Technology / other



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relevant software.

Job Profile:

- To handle projects of Campus Construction at IIM Bodh Gaya including planning and execution of civil, electrical and communication engineering, Designing and estimation, construction management etc.
- Identifying the scope of work as per the requirement at site, preparation of detailed estimate and associated drawings and note sheet, preparation of tender documents, analysis of rates, supervision of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work.
- To ensure completion of project within time, cost and resources maintaining high quality standards.
- Coordination with Architect, construction agency, compliance authorities including CAG.
- To check the quantity of work, measured and checked by the construction agency and his subordinates.
- Responsible to protect the property of the Campus.
- To submit budget, accounts and prescribed returns, etc. in time.
- To keep detailed accounts of work, consumption of materials and item-wise work expenditure.
- To prepare initial designs for components of projects.
- To submit required progress report regularly for the works under their charge to their superiors
- Any other function that may be assigned by the Director from time to time.

4. Administrative Officer (Public Relations), (Regular/Contract) – SC (1)

Level – 10

Pay Scale: Rs. 56,100 - 1,77,500; Entry Pay: Rs. 56,100 (7th CPC)

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.



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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.

5. Internal Audit Officer, (Regular/Contract) – NC-OBC (1)

Pay Level – 10

Pay Scale: Rs. 56,100 - 1,77,500; Entry Pay: Rs. 56,100 (7th CPC)

Upper Age limit: 40 years. However, Upper age criteria for retired Officials may be relaxed up to 65 years on the last date of application.

Preferable:

Retired Senior Audit Officer working in AG/C&AG.

Preference will be given to the candidates who worked with IITs/IIMs/CFTIs and PSU.

Academic Qualification:

Essential:

Chartered Accountant/ Cost Accountant with S.A.S or equivalent, with minimum 55% marks or its equivalent grade and consistently good academic record. Proficiency in computer software like Excel, Data Management, MS Windows & MS Office is a must.

Desirable:

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



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Certifications like Certified Internal Auditor (CIA), CISA would be an added advantage.

Experience:

Minimum 8 years of post-Qualification experience with well versed and wide experience in auditing, accounting, establishment, and administrative matters like pay fixation, pension rules, stores and purchases, construction works, research, and projects etc.

Job Responsibilities:

The duties and responsibilities of the Internal Audit Officer may include the following:

- Audit, review and evaluate the internal control systems of the institute as a whole and assess their adequacy and effectiveness.
- Perform tasks, consolidating results, controlling assignment/audit resources.
- Assist the Institute in improvement of Internal Controls and review administrative procedures.
- Examine the cases, received from different departments including assistance to the authorities in interpretation of Service Rules, CCS rules and prevailing rules of the institute.
- Ensure the compliance of General Financial Rules of Government of India and other rules & regulations which are applicable on the Institute.
- Inspect, examine and pre-audit of bills before submission in the Finance & Accounts Section.
- Will oversee pre, internal, statutory, and C&AG audits for its smooth conduction and ensure compliance of guidelines.
- Assist Finance authorities in preparing replies to audit paras.
- Prepare, disseminate, and ensure awareness of compliances and guidelines to the user departments.
- Any other responsibilities as assigned by the Institute Authorities
- Any other relevant jobs as assigned by the Competent Authority from time to time.

6. Office Assistant, (Regular/Contract) – UR (1), SC (1)

Level: 6

Pay Scale: Rs. 35,400 - 1,12,400; Entry Pay: Rs. 35,400 (7th CPC)

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



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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.

7. Accounts Assistant, (Regular/Contract) – EWS (1)

Level – 4

Pay Scale: Rs. 25,500 – 81,100; Entry Pay: Rs. 25,500 (7th CPC)

Upper age limit: 40 years.

Qualification & Experience:

BBA/B.Com. or equivalent with 60% marks from reputed institutions and a minimum of 2-year experience in the relevant field. Expertise in Computers and ability to work in an automated environment is essential. Candidates with higher professional qualifications shall be given preference.

8. LDC, (Regular/Contract) – UR (1)

Level-2

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.



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 **5th November 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 process of recruitment without assigning any reason.



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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 5th November 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.
