



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 April 2025

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) | Pay Level (7 th CPC) | Category (# of Post) |
|----|--------------|--|-------------------------------------|----------------------|
| 1 | NT 2025-04-A | Estate cum Project Officer (R/C) | 12 | UR (1) |
| 2 | NT 2025-04-B | System Manager (R/C) | 11 | UR (1) |
| 3 | NT 2025-04-C | Corporate Relations Manager (R/C) | 10 | UR (1) |
| 4 | NT 2025-04-D | Administrative Officer (Public Relation) (R/C) | 10 | SC (1) |
| 5 | NT 2025-04-E | Internal Audit Officer (R/C) | 10 | NC-OBC (1) |
| 6 | NT 2025-04-F | AAO (Hindi Language & Administration) (R/C) | 8 | NC-OBC (1) |
| 7 | NT 2025-04-G | AAO (Placement) (R/C) | 8 | UR (1), ST (1) |
| 8 | NT 2025-04-H | Web Designer (R/C) | 8 | NC-OBC (1) |
| 9 | NT 2025-04-I | IT & Computer Assistant (Admissions) (R/C) | 6 | NC-OBC (1) |
| 10 | NT 2025-04-J | Office Assistant (R/C) | 6 | UR (1) |
| 11 | NT 2025-04-K | Nursing Staff (Female) (R/C) | 4 | UR (1) |
| 12 | NT 2025-04-L | Junior Horticulturist (R/C) | 4 | SC (1) |
| 13 | NT 2025-04-M | Legal Officer (Contract) | Rs. 50,000-60,000 (Consolidated) | UR (1) |

Trainee Positions

| | | | | |
|----|--------------|--|--|--|
| 14 | NT 2025-04-N | Management Trainee | Rs 20,000 - 35,000 (Consolidated Stipend) | A pool, valid for 1 year only from the date of declaration of result, of suitable candidates will be prepared. |
| 15 | NT 2025-04-O | Management Trainee cum Counsellor – Clinical/ Counselling Psychology | | |
| 16 | NT 2025-04-P | Management Trainee - IT | | |
| 17 | NT 2025-04-Q | Library Trainee | | |
| 18 | NT 2025-04-R | Accounts Trainee | | |
| 19 | NT 2025-04-S | Graduate Trainee | Rs 15,000 - 20,000 (Consolidated Stipend) | |



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Rules of Recruitment (RoR), Salary and Job Profile

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

Pay 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.

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

Pay Level – 11

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

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.



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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.

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.

3. Corporate Relationship Manager, (Regular/Contract) – UR (1)

Pay Level – 10

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

Upper Age Limit: Preferably below 50 years

Qualification:

MBA/PGDM with at least 60% marks or matching CGPA from any institution of national importance or any recognized premier business school.

Essential Skills:

Good English Communication (verbal and written), Ability to develop a sound, credible reciprocal relations with industry with good PR, liaison and relationship-building skills, ability to facilitate and promote industry/institute interface with a view to meet managerial talent acquisition needs of the industry through the talent pool of the students of IIM Bodh Gaya.

Experience:

At least three years of successful experience as Placement Officer/Manager or Placement Head, Training and Placement Officer at any Institute of national importance or a premier business School with a strong corporate network. Proven track record in building a sound and credible industry liaison leading to Management Development Programmes (MDP) and Consulting Assignments (CA) across industry.

Or

Around two years of experience as HR Head, VP or senior HR level with a prestigious corporate brand with a good network with HR professionals in the industry at top-level who take decisions in the area of talent acquisition and campus placements in particular.

Desirable:

- Candidate with the willingness to travel extensively to build a network with potential recruiters.
- Membership of well-known HR networking bodies.
- A highly motivated person with a pleasing personality and strong people skills.



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

Pay 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.

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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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.

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:

1. Audit, review and evaluate the internal control systems of the institute as a whole and assess their adequacy and effectiveness.
2. Perform tasks, consolidating results, controlling assignment/audit resources.
3. Assist the Institute in improvement of Internal Controls and review administrative procedures.
4. 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.
5. Ensure the compliance of General Financial Rules of Government of India and other rules & regulations which are applicable on the Institute.
6. Inspect, examine and pre-audit of bills before submission in the Finance & Accounts Section.
7. Will oversee pre, internal, statutory, and C&AG audits for its smooth conduction and ensure compliance of guidelines.
8. Assist Finance authorities in preparing replies to audit paras.
9. Prepare, disseminate, and ensure awareness of compliances and guidelines to the user departments.
10. Any other responsibilities as assigned by the Institute Authorities



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11. Any other relevant jobs as assigned by the Competent Authority from time to time.

**6. Assistant Administrative Officer (Administration & Hindi Language),
Regular/Contract) – NC-OBC (1)**

Pay 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:

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

7. Assistant Administrative Officer (Placement), (Regular/Contract) – UR (1), ST (1)

Pay 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,



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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 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.

8. Web Designer, (Regular/Contract) – NC-OBC (1)

Pay Level – 8

Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7th CPC)

Upper age limit: 40 years.

Qualification:

B.E/B.Tech in Computer Science/Information Technology or MCA or PGDCA from Recognized University with at least 60% marks or its equivalent grade and consistently good academic record.

Experience:

Minimum of 7 years of experience of post-qualification in CorelDraw, Adobe Creative Suite (Illustrator, Photoshop and After Effects). Experience with other creative software, Drawing/illustration skills, still photography, motion-graphics skills, Hosting of events/meetings on digital platforms, Web-Streaming of live or recorded events, would be an extra plus. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

Creation of design assets (Images/videos) for IIM Bodh Gaya web applications. Designing and Testing of entire website features from UX/UI perspective and escalation of any issues/suggestions for improvements. Conceptualize and execute digital / physical marketing collaterals such as banners, emailers, gifs, videos etc. based on requirements. Provide design assets to IT team for implementation planning and information architecture for website. Maintain aesthetics and responsiveness of the website on all screen size.



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9. IT & Computer Assistant (Admissions), (Regular/Contract) – NC-OBC (1)

Pay Level – 6

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

Upper age limit: 40 years.

Qualification:

BE (CS/IT)/ B.Tech. (CS/IT) or MCA/ M.Sc. in Computer Science/IT.

Experience:

Minimum 3 years of post-qualification experience in designing and maintaining web-portal, DBMS, IT related activities of admission/examination. Candidates those who have experience in IIM/IIT/IISER/Central University/Central/State Government concerns will be given priority.

Desirable:

1 year Experience of working in admission/Examination in institutes of repute like IIMs, IIT, IISER etc.

Job Profile:

To manage the IT infrastructure, web-portals, application forms, creation of dashboard design, and other related activities of Admission/Examination Office. Any other related works assigned by the Competent Authority from time to time.

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

Pay 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

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.



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11. Nursing Staff (Female), (Regular/Contract) – UR (1)

Pay Level – 4

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

Age Limit: 35 Years

Qualification and Experience:

Graduate in Nursing or equivalent with 3 years of relevant experience in Govt./Semi Govt./Central autonomous bodies/reputed hospitals.

Skills Required:

- Knowledge of clinical operations and procedures.
- Knowledge of nursing theory and practice.
- Ability to plan, implement, and evaluate individual patient care programs.
- Preparing and maintaining patient records.
- Knowledge of clinical and/or surgical facilities, instruments and equipment.
- Knowledge of appropriate procedures and standards for the administration of medications and patient care aids.

Job Profile:

- Will be responsible to providing first-aid to all the students and staff of the institute, suggest referrals to the appropriate clinics/hospitals/doctors.
- Monitor and take care of on-campus patients, if any.
- Assist physicians/Doctors during consulting hours, examinations and treatments.
- Manage patient records, list of medication, incidents and accidents.
- Communicate with students and staff about precautions and preventions of seasonal diseases and control spread of communicable diseases, if any.
- Any other related works assigned by the Competent Authority from time to time.

12. 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.



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Experience:

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

13. Legal Officer, (Contract) – UR (1)

Pay Scale: Monthly Consolidated Emoluments between Rs. 50,000-60,000/- (all inclusive)
Age Limit: 65 Years

Educational Qualification:

Essential:

A professional Law Graduate with extensive experience in dealing with legal matters of any Govt. organization/Government undertaking etc., service laws, Labour Laws, Land Laws and Liaisoning with PSUs/Central/State Government Offices. Candidate should have hands-on experience of drafting and vetting the documents.

Desirable:

Candidates having 'Company Secretary' qualification would be desirable.

Experience:

- 5 years in dealing with legal matters in Government of India/PSU/ Companies and similar entities.
- The minimum required qualification is LLB.
- Candidate should have excellent command over English; proficiency in Hindi is preferred.
- Candidates having work experience as Compliance Officer or Senior Legal Associate from large-scale industries/ any law firm which appears in High Court/ PSU /similar autonomous institutions of higher education is desirable.

Job Responsibilities:

- The incumbent is expected to develop and implement an effective legal compliance system for the Institute to prevent/ address violations of Civil laws/ Enactments relating to employee services and ability to handle matters in Courts and quasi-judicial bodies and maintain consistency in internal policies, processes etc.
- Collaborate with the respective Offices in Board matters and in statutory compliance related matters.
- Review the internal controls and ensure adherence to them.
- Provide support to IC, D&I Grievances Committee
- Ensure RTI related compliance and other statutes like RPWD Act, etc. are addressed duly.
- Incorporate amendments in the Service Rules and Regulation passed by BoG and update the Service Rules and Regulations from time to time.
- Liaising with external advocates and providing status updates to the senior management team about pending legal cases, if any
- Preparation of legal advice on a wide range of institutional issues including on the interpretation and application of regulations, rules, policies, and procedures.
- Any other responsibilities assigned by the competent authority from time to time.



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Trainee Positions

14. Management Trainee, (Contract)

Consolidated Stipend: 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 preferably in Management with minimum 60% marks or its equivalent grade and consistently good academic record. Proficient in MS Office is must.

Experience:

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

Job Profile:

To assist the academic and research activities of the Institute.

15. Management Trainee cum Counsellor - Clinical Counselling Psychology, (Contract)

Consolidated Stipend: 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.

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



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- 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.

16. Management Trainee – IT, (Contract)

Consolidated Stipend: 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 Computer Science/ IT, preferably M.Tech. (CS/IT) with 60% marks or its equivalent grade and consistently good academic record. Knowledge of web technologies and web based programming like PHP-MySQL will be desirable.

Experience:

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

Job Profile:

To assist the academic and research activities of the Institute.

17. Library Trainee, (Contract)

Consolidated Stipend: 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 library and Information Science with minimum 60% marks or its equivalent grade and consistently good academic record.



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Experience:

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

18. Accounts Trainee – 1 (Contract)

Consolidated Stipend: 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 Degree in Commerce (10+2+3+2) minimum with minimum 55% marks or its equivalent grade and consistently good academic record.

Experience:

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

19. Graduate Trainee (Contract)

Consolidated Stipend: 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.

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



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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.



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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 **7th May 2025**.
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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Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar, Bodh Gaya – 824234, India

- 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 7th May 2025.**
 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.
