



**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

**Non-Faculty Posts**

**January-2022**

**Indian Institute of Management (IIM) Bodh Gaya** has been established by the Government of India, Ministry of Human Resource Development 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 posts:

Sl.	Advt. No.	Post	Level	Section	Category					Total
					UR	EWS	NC-OBC	SC	ST	
1.	NT 2022-01-A	Administrative Officer (Administration)	10	Administration	1	-	-	-	-	1
2.	NT 2022-01-B	Chief Executive Officer	10	Incubation Centre	-	-	1	-	-	1
3.	NT 2022-01-C	Assistant Administrative Officer (MBA)	8	Programme	1	-	-	-	-	1
4.	NT 2022-01-D	Assistant Administrative Officer (Placement)	8	Placement	1	-	-	-	-	1
5.	NT 2022-01-E	Hostel Supervisor (Male)	4	Hostel	1	-	-	-	-	1
6.	NT 2022-01-F	Hostel Supervisor (Female)	4	Hostel	1	-	-	-	-	1
7.	NT 2022-01-G	UDC	4	Administration	1	-	-	-	-	1
<b>Total:</b>										<b>7</b>



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**Rules of Recruitment (RoR), Salary and Job Profile**

**1. Administrative Officer (Administration), (Regular/Contract) - UR**

**Level – 10**

**Pay Scale: Rs. 56,100 - 1,77,500 Entry Pay: Rs. 56,100**

**Upper Age Limit: 40 years**

**Qualification:**

Post-Graduate degree in any discipline (10+2+3+2) with at least second class (55% marks) OR Post-Graduate degree in Management (MBA) (10+2+3+2) from a reputed University / Institute.

**Desirable:**

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 experience of at least 8 years in administration / academic / admission activities out of which 5 years in independently handling these functions preferably in a reputed Academic Institution/ University. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred in the Grade Pay of Rs.4600/Rs.4800.

**Job Profile:**

To look after all the General Administration, Maintenance, Communication, Transport, Inventory Management and other administrative areas as required. He/she will also be required to act as the Public Information Officer under the RTI Act, 2005. To design, implement and managing academic programs, coordinate with faculty members and students to ensure the timely delivery of academic matters. Any other job as assigned by the higher officials. He / She shall report to Chief Administrative Officer / Senior Administrative Officer / Chairpersons of respective activities.

**2. Chief Executive Officer (Incubation Centre), (Regular/Contract) - OBC**

**Consolidated Emoluments: Rs. 1,00,000 - 1,50,000 (Depending on Experience)**

**Lower Age Limit: 35 years**

**Qualification:**

Post-Graduate degree (10+2+3+2) preferably MBA with at least 55% marks from a reputed & recognized University or Institute



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**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 at least 8 years out of which 5 years in independently handling Innovation, Incubation Centers and Entrepreneurship functions in industry/ Govt./Public Sector undertaking. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

**Job Profile:**

Administration of Center for Innovation and Entrepreneurship, Project Management for Incubatees, Documentation and Research.

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 yearly basis depending on the performance and requirement.

**3. Assistant Administrative Officer - Academics (MBA), (Regular/Contract) - UR**

**Level - 8**

**Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600**

**Upper Age Limit: 40 years**

**Qualification:**

Graduate/Post-Graduate degree in any discipline (10+2+3+2) 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 ERP/ Learning Management System (LMS) will be an added advantage.



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**Experience:**

Post-qualification relevant experience of at least 8 years in Administration for Graduates and 5 years for post-Graduate, out of which 3 years in independently handling academics and training functions in industry/ Govt./Public Sector undertaking. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

**Job Profile:**

Assistant Administrative Officer should be a dynamic, self-motivated professional to provide academics support for all the activities of the Institute to the Administrative Officer. The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions. The Assistant Administrative Officer is required to do day-to-day activities and to coordinate with the academic activities.

**4. Assistant Administrative Officer (Placement), (Regular/Contractual) - UR**

**Level - 8**

**Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600**

**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

**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.

**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.

**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. Hostel Supervisor (Female), (Regular/Contractual) - UR**

**Level- 4**

**Pay Scale: Rs. 25,500 - 81,100 Entry Pay: Rs. 25,500**

**Upper Age Limit: Up to 40 Years**

**Qualification:**

Graduate in any discipline. Preference will be given to Post Graduate or/ and Diploma/ Degree in Management/ Hospitality Management. Should have good communication skills in English and IT Knowledge desirable.

**Experience:**

She should have at least 3 years of experience.

**Job Profile:**

Monitor the quality of food being provided in the mess. Ensure safety and security 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 the Hostel campus. Any other hostel related jobs as assigned by the higher officials.

**6. Hostel Supervisor (Male), (Regular/Contractual) - UR**

**Level- 4**

**Pay Scale: Rs. 25,500 - 81,100 Entry Pay: Rs. 25,500**

**Upper Age Limit: Up to 40 Years**

**Qualification:**

Graduate in any discipline. Preference will be given to Post Graduate or/ and Diploma/ Degree in Management/ Hospitality Management. Should have good communication skills in English and IT Knowledge desirable.

**Experience:**

He should have at least 3 years of experience.



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**Job Profile:**

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**7. UDC, (Regular/Contractual) - UR**  
**Level – 4**

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

**Upper age limit: 35 years.**

**Qualification:**

*Essential:*

Graduate degree in any discipline (10+2+3) with minimum 55% Marks.

**Experience:**

Minimum 5 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, handling of Large data/ Portals like admissions/recruitment/ Alumni/ will be an added advantage.

**Job Profile:**

- Record keeping – filing, documentation, entries of departmental incoming / outgoing documents, indexing.
- Drafting/ Typing MoMs / letters / documents as directed by the Supervisory Officer / HoD
- Handling routine documents / registers
- Preparation of IOC for various approvals and processing monthly bills, rents, claims, reimbursements and advance settlement (if any).
- Statutory compliances (if any)
- Draft communications in accordance with the decision on the file.
- Maintenance of departmental Expenditure control register.
- Service Book and Leave management.
- Preparing and processing of vouchers, credit & debit entries, accounts ledgers, Statements, etc.
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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 shall be **9<sup>th</sup> February 2022**.
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 interview, if called for the same. Applicants without NOC will not be permitted to appear in the Interview.
7. Reservation Policy will apply as per Government of India Rules.
8. Those candidates who have applied against earlier advertisement 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 a Test and/or Personal Interview, based on which the selection will be made. Selection will be based on the results of the Test and/or Personal Interview. No communication in any form will be entertained.



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**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 interview/test for his/her selection. Decision of the Institute to call the candidates for interview/test 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. 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.
8. IIM Bodh Gaya reserves the right to reject/accept any candidature or cancel the process of recruitment without assigning any reason.
9. 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.
10. Canvassing in any form will lead to disqualification.
11. 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.





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12. Candidates called for interview to fill a vacancy, may be considered for lower post if they are otherwise found suitable.
- 13. Please submit the application(s) online on *or before* 9<sup>th</sup> February 2022.**
14. Candidates are advised to visit the website of IIM Bodh Gaya ([www.iimbg.ac.in](http://www.iimbg.ac.in) and [www.recruitment.iimbg.ac.in](http://www.recruitment.iimbg.ac.in)) regularly for updates. Amendment/corrigendum (if any) will be placed on the Institute website only.

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