

## **Non-Faculty Positions**

**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 positions:

1. Estate & Project Officer (Contract)
2. Corporate Relations Manager (Contract)
3. Finance & Accounts Officer (Regular/Contract)
4. Asst. Admin. Officer (Admin. & Hindi Language) (Regular/Contract)

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

**i. Estate cum Project Officer (On Contract)**

Level – 12

Pay Scale: Rs. 78,800/ - 2,09,200 Entry Pay: Rs. 78,800

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.

**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.

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

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

**Desirable:** Knowledge of handling of essential computer programmes.

**ii. Corporate Relations Manager (On Contract)**

Level 10 (Pay Scale: Rs. 56,100 - 1,77,500 Entry Pay: Rs. 56,100) / Level 11 (Pay Scale: Rs. 67,700 - 2,08,700 Entry Pay: Rs. 67,700), commensurate with relevant successful track record, qualifications and potential to deliver results (On consolidated basis).

**Upper Age Limit:** Candidate's age should be 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.

### iii. Finance & Accounts Officer (Regular/Contract)

Level – 10

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

**Upper Age Limit:** 40 years

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

**Experience:** Minimum 8 years of experience post-qualification as Accounts Executive in industry/Govt./Public Sector undertaking, having knowledge of Government financial, accounting, taxation & audit rules and procedures. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Knowledge of Government financial, accounting, taxation & audit rules and procedures will be preferred.

**Desirable:**

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

**iv. Asst. Admin. Officer (Admin. & Hindi Language) (Regular/Contract)**

Level – 8

Pay Scale: Rs. 47,600 – 1,51,100 Entry Pay: Rs. 47,600

**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.

## **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 will be kept first day on which the advertisement for the positions was published in the News Paper/ Institute website i.e. 17 February 2021.
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 the NOC will not be permitted to appear in the Interview.

7. Reservation Policy will apply as per Government of India Rules.

**Mode of Selection:**

1. The shortlisted candidates meeting the qualifications as per 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.

**Pay & Perks:**

1. In addition to the basic pay, incumbents are eligible for allowances as per IIM Bodh Gaya HR Policy/CCS Rules and 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 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.
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 applications online on *or before* 3<sup>rd</sup> March 2021.**
14. Candidates are advised to visit the website of IIM Bodh Gaya ([www.iimbg.ac.in](http://www.iimbg.ac.in)) regularly for updates. Amendments, corrigenda (if any), will be placed on the Institute website only.

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