



**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: 03-06-2026

**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 positions:

Sl.	Advt. No.	Position (R – Regular, C – Contractual)	Pay Level (7 <sup>th</sup> CPC)	Category (# of Post)
1	NT 2026-06-A	Estate cum Project Officer (R/C)	12	UR (1)
2	NT 2026-06-B	Executive Engineer (R/C)	11	UR (1)
3	NT 2026-06-C	Administrative Officer (Administration) (C)	10	NC-OBC (1)
4	NT 2026-06-D	Administrative Officer (Programs) (R/C)	10	EWS (1)
5	NT 2026-06-E	Administrative Officer (Purchase) (R/C)	10	UR (1)
6	NT 2026-06-F	Finance & Accounts Officer (R/C)	10	UR (1)
7	NT 2026-06-G	Legal Officer (C)	Rs. 50-60 K (Consolidated)	UR (1)
8	NT 2026-06-H	Assistant Administrative Officer (International Relations) (R/C)	8	UR (1)
9	NT 2026-06-I	Assistant Student Counsellor (R/C) <i>*Candidates who applied against advt. no.: NT 2025-12-L need to apply again.</i>	8	NC-OBC (1)
10	NT 2026-06-J	Office Assistant (R/C)	6	UR (1), ST (1)
11	NT 2026-06-K	IT & Computer Assistant (R/C)	6	UR (1)
12	NT 2026-06-L	Junior Assistant (R/C)	4	SC (1)
13	NT 2026-06-M	Nursing Staff (Female) (R/C)	4	UR (1)
14	NT 2026-06-N	Administrative Executive: Section 8 Incubation Centre (C)	6	UR (1)

**Trainee Positions**

15	NT 2026-06-O	Management Trainee (C)	Rs 20-35 K (Consolidated Stipend)	A pool of suitable candidates will be prepared, who may be appointed as and when the requirement arises. The pool will remain valid for 1 year only from the date of declaration of results.
16	NT 2026-06-P	Management Trainee – IT (C)		
17	NT 2026-06-Q	Management Trainee cum Counsellor – Clinical/ Counselling Psychology (C)		
18	NT 2026-06-R	Library Trainee (C)		
19	NT 2026-06-S	Accounts Trainee (C)		
20	NT 2026-06-U	Graduate Trainee (C)	Rs 15-20 K (Consolidated Stipend)	



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

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

Level – 12

Pay Scale: Rs 78,800 -2,09,200; Entry Pay: Rs. 78,800 (7<sup>th</sup> 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:** BE/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.

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

Level – 11

Pay Scale: Rs. 67,700 - 2,08,700; Entry Pay: Rs. 67,700 (7<sup>th</sup> 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.



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**Desirable:**

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

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**3. Administrative Officer (Administration), (Contract) – NC-OBC (1)**

**Pay Level – 10**

**Pay Scale: Rs. 56,100 - 1,77,500 Entry Pay: Rs. 56,100 (7<sup>th</sup> CPC)**

**Upper Age limit: 40 years.**

**Academic Qualification:**

**Essential:**

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.



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**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 Responsibilities:**

To look after all the General Administration, Maintenance, Communication, Transport 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.

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**4. Administrative Officer (Programs), (Regular/Contract) – EWS (1)**

**Pay Level – 10**

**Pay Scale: Rs. 56,100 - 1,77,500 Entry Pay: Rs. 56,100 (7<sup>th</sup> CPC)**

**Upper Age limit: 40 years.**

**Academic Qualification:**

**Essential:**

Post-Graduate degree in any discipline (10+2+3+2) with minimum 55% marks OR Post- Graduate degree in Management (MBA) (10+2+3+2) from a reputed University / Institute with minimum 60% 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.

**Desirable:**

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' experience should be in handling these activities independently, preferably in a reputed Academic Institution/ University. Experience in institutes of repute like IIMs, IIT, IISER etc.

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**5. Administrative Officer (Purchase), (Regular/Contract) – UR (1)**

**Level – 10**

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

**Upper Age Limit: 40 years**

**Qualification:**

**Essential:**

Post-Graduate degree in any discipline (10+2+3+2) with at least second class (55% marks) from a recognised reputed University or Institute



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**Desirable:**

Degree / Diploma / Certificate course in Material Management/ MBA, Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with ERP & GeM Procurement will be an added advantage.

**Experience:**

Post-qualification experience of at least 8 years out of which 5 years in independently handling purchase and store functions in industry/ Govt./Public Sector undertaking. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

**Job Profile:**

To manage the purchase / store functions of the Institute. Coordinates all Tenders, E-Procurement process, Contracts, AMCs, stores functions, inventory control and administration. Coordinates with vendors, suppliers and other service providers like Printers, Publishers etc. Should have knowledge of Purchase and Contract process as per General Financial Rules (GFR). Knowledge and experience of GFR and Purchase / Tender / Contract / E-Procurement / GeM procurement function will be essential.

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**6. Finance & Accounts Officer, (Regular/Contract) – UR (1)**

**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.

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**7. 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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**8. Assistant Administrative Officer (International relations), Regular/Contract) – UR (1)**

**Pay Level - 8**

**Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7<sup>th</sup> CPC)**

**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.

**Experience:**

Post-qualification relevant experience of at least 8 years for Graduates and 5 Years for Post-Graduate in Administration, out of which 3 years in independently handling International Relations functions in industry/Govt./Public Sector undertaking. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Good knowledge of issues relating to the international performance of higher educational institutions. Related experience overseas in the education, policy or business sectors and related knowledge of culture and practice.

**Job Responsibilities:**

Assistant Administrative Officer should be able to lead and manage a range of projects to support the development and maintenance of international partnerships. To liaise with partner Universities in different countries and to identify and build opportunities for partnership activities. To support the documentation of academic and non-academic partnership and the related communication and coordination. Should be able to organize high-profile incoming and outgoing visits linked to the development and maintenance of international partnerships. To monitor and review the performance and value of international partnerships. Should be able to produce analysis of the Institute's performance against international benchmarks or of potential international partners and produce and coordinate briefing for Institute management. To supervise the International Relations Chairperson for his duties in relation to international partnerships.

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**9. Assistant Student Counsellor, Regular/Contract) – NC-OBC (1)**

**Pay Level - 8**

**Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7<sup>th</sup> CPC)**

**Upper Age Limit: 40 years**

**Qualification:**

Master's degree in Clinical Psychology with a minimum of 55% marks or equivalent grade point average with relevant experience of five years after the qualifying degree, out of which two years should be in counseling at an academic/medical institution.

OR

Master's degree in psychology with a minimum of 55% marks or equivalent grade point average and a diploma in Mental and/or Social Psychology with relevant experience of five years after the diploma, out of which three years should be in counseling at an academic/medical institution.



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**Desirable:**

1. Additional certifications in Mental Health or Wellness.
2. Require good verbal, written skills, ability to communicate adequately with diverse students and various stakeholders.
3. Ability to gain confidence of the students
4. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Powerpoint or equivalent.

**Experience:**

At least 2 years of experience in psychological counselling of young adults living in a fully residential campus of an academic institution of repute.

**Job Responsibilities:**

The student counselor will support the mental and physical health and emotional well-being of all students. They will provide a high-quality counseling service to students experiencing a wide range of social, emotional, and health issues. The student counselor will be required to perform clinical counselling duties as assigned by the designated Institute's authorities.

They will be a key to the Institute's commitment to ensure all students reach their academic potential, develop the values and behaviours the Institute espouses, and are best prepared for a fulfilled and successful life. They will significantly contribute to the safeguarding and promotion of the welfare and personal care of all the students.

The student counselor will be responsible for:

1. Interacting with students to assess their emotional, social, and behavioral concerns.
2. Assessing the level of anxiety and stress and the cause for the same.
3. Counselling the students to relieve from anxiety and stress.
4. Discussion with the concerned Institute's authorities and/or Medical officer regarding the assessment of wellness issues, anxiety and stress and solution for the same.
5. Reporting student issues to the appropriate authorities if neglect or abuse is suspected.
6. Offering referrals to external resources/Agencies for mental health, substance abuse, or vocational activities and maintain liaison with the external mental health Department/Centres/ professional volunteer agencies.
7. Maintenance of data of counselling with confidentiality.
8. Attending exigencies any time as and when required.

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

**Pay Level: 6**

**Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400 (7<sup>th</sup> 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.

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**11. IT & Computer Assistant, (Regular/Contract) – UR (1)**

**Level-6**

**Pay Scale: Rs. 35,400 - 1,12,400; Entry Pay: Rs. 35,400 (7<sup>th</sup> CPC)**

**Upper Age Limit: 40 years**

**Qualification:**

BE (CS/IT)/ B.Tech. (CS/IT) or Electronics Engineering with specialization in Computers or MCA/ M.Sc. in Computer Science/IT.

**Experience:**

Minimum of 3 years of post-qualification experience in maintaining and supporting large scale networks, hardware, software, internet, e mail systems and related services. Candidates those who have experience in IIM/IIT/IISER Central University/ Central/State Government concerns will be given priority.

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**12. Junior Assistant, (Regular/Contract) – SC (1)**

**Pay Level – 4**

**Pay Scale: Rs. 25,500 – 81,100; Entry Pay: Rs. 25,500 (7<sup>th</sup> CPC)**

**Upper age limit: 40 years.**

**Qualification and Experience:**

BBA/BCA 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.

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

**Level – 4**

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

**Upper age limit: 35 years.**

**Qualification:**

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



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**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.

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**14. Administrative Executive: 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% (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



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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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## **Trainee Positions**

### **15. 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:**

Preferably 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.

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### **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.

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**17. 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 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.

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**18. 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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Uruvela, Prabandh Vihar, Bodh Gaya – 824234, India

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**Experience:**

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

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**19. 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.

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**20. 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 **23<sup>rd</sup> June 2026**.
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.



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**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



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- 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.
  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 23<sup>rd</sup> June 2026.**
  25. Candidates are advised to visit the website of IIM Bodh Gaya ([www.iimbg.ac.in](http://www.iimbg.ac.in)) regularly for updates. Amendment/corrigendum (if any) will be placed on the Institute website only.

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