



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

February-2022

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 posts:

Sl.	Advt. No.	Position	Level	Category					Total
				UR	EWS	NC-OBC	SC	ST	
1.	NT 2022-02-A	Administrative Officer (Public Relations) (R/C)*	10	-	-	-	1	-	1
2.	NT 2022-02-B	Administrative Officer (Purchase) (R/C)	10	1	-	-	-	-	1
3.	NT 2022-02-C	Web Designer (C)*	8	-	1	-	-	-	1
4.	NT 2022-02-D	Assistant System Manager (C)	8	1	-	-	-	-	1
								Total:	4

*R – Regular, C – Contractual



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Rules of Recruitment (RoR), Salary and Job Profile

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

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) 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.



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- 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.

2. Administrative Officer (Purchase), (Regular/Contract) – UR

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

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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3. Web Designer, (Contract) – EWS

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.

4. Assistant System Manager, (Contract) – UR

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 or Electronics / Electrical / Communication Engineering with specialization 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 7 years of experience of post-qualification in in Large Scale Networking and Security Services Management, hardware, software, Internet, e-mail systems, website, video conference, web conference and related services. Ability to handle network equipment like routers, switches, firewall etc. on CLI mode is essential. Network Certifications like CCNA, WCNA, CompTIA etc. or equivalent and experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Desirable:

- Experience 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.

Job Profile:

To assist in management of IT services/Computer Services, covering networking, hardware maintenance, web/portal, intranet services besides application development aspects for workflows / ERP systems. Assists the Systems Manager in maintaining all IT systems and equipment, maintaining hardware, cabling systems, networks, software, campus wi-fi and other technical issues. Provides users basic training support in use of common PC software. Installing equipment and configuring the network, troubleshooting and solving network related issue, improve the resilience of existing setup. Follow directives of management to ensure adherence to all the IT policies by all the IT users of IIM Bodh Gaya. 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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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 **3rd March 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.

Pay & Allowances:



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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,



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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 application(s) online on *or before* 3rd March 2022.

14. Candidates are advised to visit the website of IIM Bodh Gaya (www.iimbg.ac.in and www.recruitment.iimbg.ac.in) regularly for updates. Amendment/corrigendum (if any) will be placed on the Institute website only.
