



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: 6th August 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 2025-08-A	Legal Officer (C)	Rs. 50,000-60,000 (Consolidated)	UR (1)
2	NT 2025-08-B	Internal Audit Officer (R/C)	10	UR (1)
3	NT 2025-08-C	Assistant Administrative Officer (Placement) (R/C)	8	NC-OBC (1)
4	NT 2025-08-D	Assistant Administrative Officer (Hindi Language & Administration) (R/C)	8	SC (1)
5	NT 2025-08-E	Web Designer (R/C)	8	UR (1)
6	NT 2025-08-F	Accountant (R/C)	6	NC-OBC (1)
7	NT 2025-08-G	Accounts Assistant (R/C)	4	NC-OBC (1)
8	NT 2025-08-H	Hostel Supervisor (Male) (R/C)	4	UR (1)

Rules of Recruitment (RoR), Salary and Job Profile

1. 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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2. Internal Audit Officer, (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: 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
11. Any other relevant jobs as assigned by the Competent Authority from time to time.



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3. Assistant Administrative Officer (Placement), (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:

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, 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.

4. Assistant Administrative Officer (Administration & Hindi Language), Regular/Contract) – SC (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.



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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.

5. Web Designer, (Regular/Contract) – UR (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.

6. Accountant, (Regular/Contract) – NC-OBC (1)

Level-6

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

Upper Age Limit: 35 years



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Qualification and Experience:

Bachelor's Degree (10+2+3) in Commerce with minimum 55% marks or its equivalent grade and consistently good academic record and 5 years post-qualification relevant experience.

or

Master's degree in commerce (10+2+3+2) with minimum 55% marks or its equivalent grade and consistently good academic record and 3 years of post-qualification relevant experience.

Candidate should be familiar with computerized accounting environment such as Tally/ERP etc. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Experience in working in finance and accounts functions in a reputed organization/PSU/Govt. department and knowledge of General Finance Rules are essential.

7. Accounts Assistant, (Regular/Contract) – NC-OBC (1)

Level – 4

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

Upper age limit: 40 years.

Qualification & Experience:

BBA/B.Com. 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.

8. Hostel Supervisor (Male), (Regular/Contract) – UR (1)

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.

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 **27th August 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 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 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 27th August 2025.**
25. Candidates are advised to visit the website of IIM Bodh Gaya (www.iimbg.ac.in) regularly for updates. Amendment/corrigendum (if any) will be placed on the Institute website only.
