



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: 31st December 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 positions:

Sl.	Advt. No.	Position (R – Regular, C – Contractual)	Pay Level (7 th CPC)	Category (# of Post)	
1	NT 2025-12-A	Chief Administrative Officer (R/C)	12	UR (1)	
2	NT 2025-12-B	Legal Officer (C)	Rs. 50-60 K (Consolidated)	UR (1)	
3	NT 2025-12-C	Senior Administrative Officer (R/C)	11	UR (1)	
4	NT 2025-12-D	Senior Administrative Officer (Programmes) (R/C)	11	UR (1)	
5	NT 2025-12-E	Administrative Officer (Administration) (R/C)	10	UR (1), NC-OBC (1)	
6	NT 2025-12-F	Administrative Officer (Programs) (R/C)	10	UR (1)	
7	NT 2025-12-G	Executive Assistant (R/C)	10	UR (1)	
8	NT 2025-12-H	Internal Audit Officer (R/C)	10	UR (1)	
9	NT 2025-12-I	Assistant Administrative Officer (Hindi Language & Administration) (R/C)	8	SC (1)	
10	NT 2025-12-J	Assistant Administrative Officer (Students Affairs) (R/C)	8	NC-OBC (1)	
11	NT 2025-12-K	Assistant Administrative Officer (International Relations) (R/C)	8	UR (1)	
12	NT 2025-12-L	Assistant Student Counsellor (R/C)	8	NC-OBC (1)	
13	NT 2025-12-M	Office Assistant (R/C)	6	UR (1), NC-OBC (1)	
14	NT 2025-12-N	Junior Engineer (Civil) (R/C)	6	UR (1)	
15	NT 2025-12-O	Junior Engineer (Electrical) (R/C)	6	UR (1)	
16	NT 2025-12-P	Senior Library & Information Assistant (R/C)	6	UR (1)	
17	NT 2025-12-Q	IT & Computer Assistant (Admission) (R/C)	6	UR (1)	
18	NT 2025-12-R	Junior Assistant (R/C)	4	SC (1)	
19	NT 2025-12-S	Junior Horticulturist (R/C)	4	UR (1)	
Total number of positions:				20	
20	NT 2025-12-T	CEO – INSPIRE: Section 8 Incubation Centre (C)	10	UR (1)	
<u>Trainee Positions</u>					
21	NT 2025-12-U	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.	
22	NT 2025-12-V	Management Trainee – IT (C)			
23	NT 2025-12-W	Management Trainee cum Counsellor – Clinical/ Counselling Psychology (C)			
24	NT 2025-12-X	Library Trainee (C)			
25	NT 2025-12-Y	Accounts Trainee (C)	Rs.25 K and accommodation		
26	NT 2025-12-Z	Yoga Trainee (C)			
27	NT 2025-12-AA	Graduate Trainee (C)	Rs 15-20 K (Consolidated Stipend)		



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Rules of Recruitment (RoR), Salary and Job Profile

1. Chief Administrative Officer, (Regular/Contract) – UR (1)

Level – 12

Pay Scale: Rs 78,800 -2,09,200; Entry Pay: Rs. 78,800 (7th CPC)

Upper Age Limit: 50 years

Qualification:

Essential:

Post-graduate degree in any discipline with at least (55% marks) OR Engineering Graduate with a degree/diploma in management. (MBA will be Preferred).

Desirable:

Proficiency in computer operations (MS Windows & MS Office) and the Internet. Should be excellent in oral and written communication in English. Should be proficient in man-management with excellent interpersonal skills.

Experience:

Minimum of 15 years of relevant experience, including at least 5 years experience in level 11 or 10 years experience in level 10 and above in a supervisory role/ head of an administrative unit in Central/ State Government Organizations/ PSUs/ Universities/Autonomous bodies/ Centrally/ Funded Institutions/ Deemed University/ Private Higher Education Institutes of national repute. Experience in institutes of repute like IIMs, IIT, IISER, etc. will be preferred.

Job Profile:

- i. Work as a head of the General Administration.
- ii. Coordinating administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, and contract services.
- iii. Act as Nodal Officer for MHRD in matters relating to Grievances, SC / ST / OBC, Parliament Questions, etc. Further, CAO may be assigned institutional responsibilities in accordance with Institute's needs.
- iv. Assisting in organizing various meetings of the Board of Governors (BoG)/its committees, follow-ups and the preparation of Agenda and Minutes of such meetings. He/she will maintain liaison between the Institute and outside authorities.
- v. He/she must have a thorough knowledge of GeM portal, GFR 2017, FR&SR and relevant Central Government rules & procedures.
- vi. To coordinate RTI related matters.
- vii. Experience in handling legal matters.
- viii. Coordinating activities with faculty members and render necessary administrative support in the discharge of their academic duties and functions; and
- ix. Any other work or task that may be assigned by the Director from time to time.



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2. 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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3. Senior Administrative Officer, (Regular/Contract) – UR (1)

Pay Level – 11

Pay Scale: Rs. 67,700 - 2,08,700 Entry Pay: Rs. 67,700 (7th CPC)

Upper Age limit: 45 years.

Academic Qualification:

Essential:

Post-Graduate degree in any discipline (10+2+3+2) from a reputed University/Institute with minimum 55% marks or its equivalent grade OR Engineering Graduate with a degree/diploma in management and consistently good academic record. (MBA will be Preferred).

Desirable:

Proficiency in computer operations (MS Windows & MS Office) and the Internet. Should be excellent in oral and written communication in English. Should be proficient in man-management with excellent interpersonal skills.

Experience:

12 years of experience in Central/State Government/ Autonomous or Statutory organization/ PSU/University or Research/ Educational Institution recognized by Government of India or a reputed private organization of which at least 5 (Five) years in Administrative Officer or equivalent designation in the pre-revised pay of PB-3 with GP-5400/- corresponding to revised pay at Level-10 in the Pay Matrix as per 7th CPC or equivalent pay in. Preference will be given to the candidates who worked with IITs/IIMs/CFTIs, and PSU.

Job Responsibilities:

The duties and responsibilities of the Senior Administrative Officer (Administration) may include the following:

1. Supervision of the General Administration of the institute.
2. Responsible for the Personnel and Establishment functions of the Institute. This includes recruitment, roster preparation, salary & benefits administration, Conduct Rules and disciplinary matters, statutory compliance of various labour laws; compliance of reservation guidelines/directives pertaining to SC/ST/OBC & Physically handicapped employees.
3. Liaison with Civil Administration, other statutory bodies, and related state/central machinery.
4. Overall supervision of the functional office. Assisting Chief Administrative Officer (CAO) in this role. Will maintain Asset Register. Will coordinate with the maintenance department to get the maintenance of assets done. Manage housekeeping, gardening, and other campus maintenance activities. Will also supervise the hostel and student mess.
5. Any other relevant jobs as assigned by the Competent Authority from time to time.
6. Establishment - Understanding of DoPT Acts & Rules and other statutory compliance.
7. Purchase – Understanding of GeM, Central Public Procurement Portal, GFR, and other statutory compliance.
8. Liaison with Civil Administration and state/central machinery.



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4. Senior Administrative Officer (Programmes), (Regular/Contract) – UR (1)

Pay Level – 11

Pay Scale: Rs. 67,700 - 2,08,700 Entry Pay: Rs. 67,700 (7th CPC)

Upper Age limit: 45 years.

Academic Qualification:

Essential:

Post Graduate degree in any discipline (10+2+3+2) from a reputed University/Institute with minimum 60% marks or its equivalent grade OR Engineering Graduate with a degree/diploma in management and consistently good academic record. (MBA will be Preferred).

Desirable:

Proficiency in computer operations (MS Windows & MS Office) and Internet. Should be excellent in oral and written communication in English. Should be proficient in man-management with excellent interpersonal skills.

Experience:

12 years of experience in Central/ State Government/ Autonomous or Statutory organization/ PSU/ University or Research/ Education Institution recognized by the Government of India or a reputed private organization of which at least 3 (Three) years in Administrative Officer or equivalent designation in the pre-revised pay of PB-3 with GP-5400/- corresponding to revised pay at Level 10 in the Pay Matrix as per 7th CPC or equivalent pay. Preference will be given to candidates who worked with IITs/IIMs/CFTIs and PSU.

Job Responsibilities:

1. Supervision of the General Administration of the Programme Office.
2. Should be dynamic, self-motivated professional to provide academics support for all the activities of the institute.
3. Administering of Programme Offices activities like registration, admission of students, preparing of class schedule and examination schedule, coordination with faculty and students, grading of results, convocation etc. and other such academic activities
4. Develop the process and facilities in coordination with Program chairpersons for promoting teaching & learning activities.
5. Any other relevant jobs as assigned by the Competent Authority from time to time.

5. Administrative Officer (Administration), (Regular/Contract) – UR (1), NC-OBC (1)

Pay Level – 10

Pay Scale: Rs. 56,100 - 1,77,500 Entry Pay: Rs. 56,100 (7th 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.



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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 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.

6. Administrative Officer (Programs), (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.

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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7. Executive Assistant, (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.

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.

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 level 7/8 of 7CPC.

Job Responsibilities:

To look after all the General Administration, Academic Administration, Communication, Transport and other administrative areas as required in the Director's Office. To coordinate with faculty members, staff and internal committees of the institute to ensure the timely address of academic and non-academic matters. Any other job as assigned by the higher officials. He/She shall report to the Director. Any other related works assigned by the competent authority from time to time.

8. 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.



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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.

**9. 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.

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.



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10. Assistant Administrative Officer (Student Affairs), 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 in any discipline (10+2+3+2) with at least 55% marks from a reputed & recognized reputed & recognized University or Institute.

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 for Graduates/ 5 years for Post-Graduate in Administration, out of which 3 years in independently handling Student related functions. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Responsibilities:

Assistant Administrative Officer should be able to promote and provide opportunities in Institute for development of games and sports activities, extra-curricular activities, literary activities, cultural activities/events. He should be able to create an environment to promote learning through creative self-expression and at the same time offers enjoyment, relaxation, satisfaction and recreation to the students. Organize programs on social and political environment, set up Art of Living/Yoga workshops and conduct activities under its banner. He should be able to establish student network which will interact with professionals for further networking.

11. 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 (7th 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



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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.

12. Assistant Student Counsellor, 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:

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.

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, Power-point 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.



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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.

13. Office Assistant, (Regular/Contract) – UR (1), NC-OBC (1)

Pay Level: 6

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

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.

14. Junior Engineer (Civil), (Regular/Contract) – UR (1)

Pay Level: 6

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

Upper Age Limit: 40 years

Qualification and Experience:

Diploma in civil engineering with minimum 60% marks or its equivalent grade and consistently good academic record and minimum 5 years of post-qualification relevant experience.

Or

Bachelor's Degree in civil engineering minimum 60% marks or its equivalent grade and



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consistently good academic record and 3 years with relevant post-qualification experience. Experience in reputed organization/Govt. department/PSU will be preferred.

15. Junior Engineer (Electrical), (Regular/Contract) – UR (1)

Pay Level: 6

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

Upper Age Limit: 40 years

Qualification: Bachelor's degree in Electrical Engineering from a reputed UGC/AICTE recognized institution, with minimum 60% and above grade and should have a very good academic record throughout.

Experience:

Post Qualification Five (5) Years' Experience in handling electrical Systems and component of any in industry/Govt./Public Sector undertaking/ educational Institution. 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 will be an added advantage.

Job Profile:

He/she should be able to:

- Install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem. Ensure functioning and repairs of circuit breakers, transformers, or other components.
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes. Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
- Supervise and maintain all the electrical equipment and wiring of the campus, including operating floodlights and generators, perform management duties such as maintaining records and files, preparing reports and ordering supplies and equipment.
- Any other related works assigned by the competent authority from time to time.



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16. Senior Library & Information Assistant, (Regular/Contract) – UR (1)

Level-6

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

Upper Age Limit: 40 years

Qualification and Experience:

Bachelor's Degree (10+2+3) in Library Science with minimum 60% marks or its equivalent grade and consistently good academic record and at least 5 years of post-qualification experience in library department of a reputed Institute/University.

Or

Master's Degree (10+2+3+2) in Library Science with minimum 60% marks or its equivalent grade and consistently good academic record and 3 years of post-qualification experience in the library department of a reputed Institute/University.

Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Experience in working on library software system is essential.

17. IT & Computer Assistant (Admissions), (Regular/Contract) – UR (1)

Pay Level – 6

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

Upper age limit: 40 years.

Qualification:

BE (CS/IT)/ B.Tech. (CS/IT) or MCA/ M.Sc. in Computer Science/IT.

Experience:

Minimum 3 years of post-qualification experience in designing and maintaining web-portal, DBMS, IT related activities of admission/examination. Candidates those who have experience in IIM/IIT/IISER/Central University/Central/State Government concerns will be given priority.

Desirable:

1 year Experience of working in admission/Examination in institutes of repute like IIMs, IIT, IISER etc.

Job Profile:

To manage the IT infrastructure, web-portals, application forms, creation of dashboard design, and other related activities of Admission/Examination Office. Any other related works assigned by the Competent Authority from time to time.



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

Pay Level – 4

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

19. Junior Horticulturist, (Regular/Contract) – UR (1)

Pay Level – 4

Pay Scale: Rs. 25,500 – 81,100; Entry Pay: Rs. 25,500

Age Limit: 32 Years

Educational Qualification:

Essential:

B.Sc in Agriculture or Botany or Horticulture from a recognized Institute or University with at least 55 % marks.

Desirable:

Excellent written and verbal communication skills and Working experience in a computerized environment.

Experience:

Minimum 2 years' experience in Horticulture including ornamental gardening in any Government Department or PSU or autonomous or statutory body.

20. Chief Executive Officer – INSPIRE: Section 8 Incubation Centre, (Contract) – UR (1)

Consolidated Emoluments: Rs. 75,000 - 1,50,000 (Depending on Experience)

Preferred Age Limit: 30 to 35 years

Qualification:

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 Learning Management System (LMS) will be an added advantage.



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Experience:

Post-qualification relevant experience of atleast 5 years including few years of independently handling Innovation, Incubation Centers and Entrepreneurship functions in industry/Govt./Public Sector undertaking. Experience in institutes of repute like IIMs, IIT, IISER, Sectoral expertise such as agri/rural; wellness/healthcare; fintech etc. as well as industry connections are additionally preferred qualifications.

Job Profile:

Administration of Center for Innovation and Entrepreneurship, Project Management for Incubatees, Documentation and Research, Outreach programs, Support in managing the various schemes of the government related to entrepreneurship.

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.



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Trainee Positions

21. 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.

22. 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.

23. 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.

24. 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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Experience:

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

25. 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.

26. Yoga Trainee, (Contract)

Consolidated stipend (per month): Rs.25,000/- and accommodation.

The contract will be for a period of one year which may be extended further on the basis of performance.

Age Limit: Below 50 years

Qualification:

Essential:

Graduation/ Post Graduation degree preferably in Yogic Science.

Desirable:

Certification/Diploma in Yoga or related subjects from a recognized organization.

Experience:

Minimum 6 months of relevant work experience as yoga trainer. Experience in institute of repute and universities will be preferred.

27. 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
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.

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 **20th January 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.

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 20th January 2026.**
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.
