

# Indian Institute of Management Bodh Gaya

## Detailed Advertisement for Non-Faculty Positions

### 1. Librarian - One Post (Regular/Contract) (General) (Employment Code - NFR 03)

**Level: 12.**

**Pay Scale:** Rs. 78,800 - 2,09,200 Entry Pay: Rs. 78,800 (Old Pay Scale: PB-3 15600-39100 plus Grade Pay Rs. 7600) plus other benefits on deputation or consolidated emoluments as per Government of India/IIM Rules.

- **Upper Age Limit:** 50 years.
- **Qualification:**
  - *Essential:* Master's Degree in Library Science/Information Science/ Documentation with minimum 60% marks or its equivalent grade and consistently good academic record. One-year specialization in the area of Information Technology /Archives or master's degree in the same area.
  - *Desirable:* M.Phil/Ph.D degree in Library Science/Information Science/ Documentation/ Archives.
- **Experience:** Minimum **10** years of relevant experience post-qualification in Group - 'A' post or in analogous posts or grade **OR 3** years relevant experience in the pay band of Rs. 15,600- 39,100/- (PB-3) with Grade pay of Rs. 6,600/- or equivalent. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.
- **Job Profile:** To set up and manage the library of the Institute, organize electronic resources, software, and assist the faculty and students to secure books, articles and other teaching and research materials. To plan and implement the administrative and budgetary functions of library and information services. Liaising with departmental academic staff, external organizations and book suppliers. Any other relevant work assigned by the Competent Authority from time to time.

### 2. Estate cum Project Officer (on Deputation/Contract) – General (Employment Code - NFR 05)

**Level: 12**

**Pay Scale:** Rs. 78,800/- - 2,09,200/ (6CPC PB-3 Rs.15600-39100 plus Grade Pay Rs.7600/-) plus other benefits on deputation or consolidated emoluments as per Government of India/IIM Rules. For retired senior officer from Departments, Undertakings, and authorities under Government of India pay scale in Level-12 (PB-3) will apply and a consolidated salary will be fixed as per Government of India Rules i.e. last pay drawn minus pension plus other perks and benefits as per Government of India Rules

- **Upper Age Limit:** 55 years. However, upper age criteria for retired Government Officials from Departments, Undertakings, and authorities under Government of India will be relaxed.
- **Qualification:** B.E/B Tech in Engineering (Civil) from a recognised University/Institute with 60% and consistently good academic record.

- **Experience:** Minimum 15 years of experience in handling of construction projects post-qualification preferably with Departments, Undertakings, and authorities under Government of India. It is desirable to have adequate Knowledge of handling of essential computer programmes.
- **Tenure:** Initial appointment will be either on deputation/contract for a period of 3 years. The deputation/contract may be extended annually. However, the total service period cannot exceed five years.
- **Job Profile:**
  - Handling projects of Campus Construction at IIM Bodh Gaya including planning and execution of civil, electrical and communication engineering, Designing and estimation, contract management, construction management etc.
  - Identifying scope of work as per the relevant documents and requirement at site, Assist in 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 scope time, cost and resources and maintaining high quality standards.
  - Coordination with CPWD, Architect, Construction Agency, Statutory Authorities for all sorts of compliances on behalf of IIM Bodh Gaya.
  - To check the quantity of work, measured and checked by the construction agency.
  - Responsible to protect the interest of IIM including property of the Campus.
  - To submit budget, accounts and prescribed returns, etc. on time
  - To keep detailed accounts of work, consumption of materials and item-wise work expenditure.
  - 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.
  - Completely track the project performance specially to analyse the successful completion of its various stages as per project planning
  - Check whether the project have been staffed properly that too people with adequate expertise, knowledge and experience
  - Should be adept in eco-friendly projects, solar energy utilisation and landscaping and affiliate connected essential aspects in Campus Construction Planning
  - Organise meetings related to Campus Construction and brief on various aspects related to the Campus Construction.
  - Maintain all records, documents and photographs etc of the project, carryout periodic evaluation of the projects and prepare quarterly project reports.
  - Handle all present estate related aspects in close coordination with the Administration.

## **General Instructions and Conditions of Recruitment**

### **Instructions Related to Application**

1. Interested candidates may apply in prescribed format given in the website furnishing all particulars of qualifications, experience, salary drawn, and salary expected along with names of two referees along with a demand draft of Rs. 200/- payable at Bodh Gaya drawn in favour of Indian Institute of Management Bodh Gaya. Ladies and SC/ST candidates need not to enclose any demand draft.
2. All Certificates, Degrees, and other documents for educational qualification, professional and technical qualification, work experience and age proof, relevant eligibility proof to

avail age relaxation, reimbursement of travel expenses should be produced in original at the time of interview, if called for the same. Failure to produce these original documents may result into ineligibility to appear for the interview.

3. Cut-off date for determining the age may be kept first day on which the advertisement for the positions is published in the Employment News/ Institute website. If a candidate is meeting all the requirements for a specific position.
4. Applications received after the stipulated last date or incomplete in any respect will not be entertained and no further correspondence will be made in this regard.
5. Candidates already in government service should either apply through proper channel or should produce a No Objection Certificate from the present employer at the time of interview, if called for the same.
6. Candidates with requisite qualifications acquired from recognized Universities/ Institutions only need to apply. Preference will be given to applicants who have acquired educational qualifications through full-time courses.

#### **Pay and Perks**

7. In addition to the basic pay, incumbents are eligible for allowances as per IIM Bodh Gaya/ CCS Rules.
8. Higher start in the pay scale may be considered in case of exceptionally deserving candidates.

#### **Conditions for Contractual Appointments:**

9. Compensation would not be a constraint for deserving candidates for contractual position. Compensation would commensurate with relevant qualification and professional experience and is negotiable.
10. Consolidated salary of retired Government Official will be fixed based on last drawn salary minus pension plus all admissible benefits as per Government of India Rules.
11. Positions if offered on contractual basis for a fixed duration of a maximum of 3 years initially on a consolidated salary extendable for another 2 more years based on the performance.

#### **Right of the Institute**

12. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for interview for his/her selection. Decision of the Institute to call the candidates for interview shall be final.
13. 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.
14. The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases.
15. The Institute reserves the right to fill or not to fill any of or all the posts.
16. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.

17. IIM Bodh Gaya reserves the right to reject/accept any candidature or cancel the process of recruitment without assigning any reason.

**General Instructions:**

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. Preference will be given to DAP candidates if found suitable.
20. Age is determined as on the closing date for receipt of applications. Age relaxation will be given to SC/ST/NC-OBC/DAP/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 at the time of interview, if called for.
21. The application should be sent by SPEED POST only. Hand/ Courier delivery of application for the post will not be accepted.
22. Canvassing in any form will lead to disqualification.
23. Only short-listed candidates will be contacted.
24. All outstation candidates called for interview for the post will be reimbursed the cost of **Superfast train ticket of AC II** class from the place of duty/residence to Gaya/ place of interview (which will be communicated) except local travel at origin place and Bodh Gaya on production. Production of tickets used for travel is mandatory.

**Mode of Selection:**

25. The shortlisted candidates meeting the qualifications as per conditions stated will be called for a personal interview based on which the selection will be made.

**How to Apply:**

26. Down load Application Form from IIM Bodh Gaya website [www.iimbg.ac.in](http://www.iimbg.ac.in).
27. The hard copy of the application has to be printed and sent by SPEED POST to **“The CAO, Indian Institute of Management Bodh Gaya, DDE Building, Magadh University Campus, Bodh Gaya 824234”** along with supporting documents which should reach us on or before **30 April 2019, 5.00 PM** in sealed envelope super scribed as **“Application for the post of ----- “ ( in BOLD LETTERS).**