भारतीय प्रबंध संस्थान बोधगया
Indian Institute of Management
Bodh Gaya

Uruvela, Prabandh Vihar, Bodhgaya – 824234, Gaya, Bihar, India
URL: www.iimbg.ac.in

Date: 17-10-2026

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 (7th CPC)	Category (# of Post)
1	NT 2026-10-A	CEO – INSPIRE: Section 8 Incubation Centre (C)	Consolidated Emoluments: Rs. 45,000.00 - 1,00,000.00	UR (1)
2	NT 2026-10-B	Assistant Student Counsellor (R/C)	8	NC-OBC (1)
3	NT 2026-10-C	Wellness Coordinator (R/C)	4	UR (1)
Trainee Positions				
4	NT 2026-10-D	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.
5	NT 2026-10-E	Management Trainee – IT (C)		
6	NT 2026-10-F	Management Trainee cum Counsellor – Clinical/ Counselling Psychology (C)		
7	NT 2026-10-G	Library Trainee (C)		
8	NT 2026-10-H	Accounts Trainee (C)		
9	NT 2026-10-I	Yoga Trainee (C)		
10	NT 2026-10-J	Graduate Trainee (C)	Rs 15-20 K (Consolidated Stipend)	

Rules of Recruitment (RoR), Salary and Job Profile

1. CEO – INSPIRE: Section 8 Incubation Centre, (Contract) – UR (1)
Consolidated Emoluments: Rs. 45,000 - 1,00,000 (Depending on Experience)
Preferred Age Limit: 45 to 55 years

Qualification:

Essential:

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.

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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2. 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 counselling 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 counselling 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.

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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3. Wellness Coordinator, (Regular/Contract) – UR (1)
Pay Level – 4
Pay Scale: Rs. 25,500 – 81,100; Entry Pay: Rs. 25,500 (7th CPC)
Upper age limit: 35 years.

Qualification:
Essential:
Master's degree in Clinical Psychology, with a minimum of 55% marks or equivalent grade point average, from a reputed and recognized University/Institute.
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 from a reputed and recognized University/Institute.

Desirable:
- Additional certification(s) in Mental Health or Wellness.
- Fluency in Hindi and English, with good verbal and written communication skills.
- Proficiency in the use of computer office applications such as MS Word, Excel, PowerPoint or equivalent.
- Prior exposure to a residential academic campus environment will be an added advantage.

Experience:

Minimum 2 years of post-qualification experience in psychological counselling, preferably of young adults/students in an academic institution; experience in a fully residential campus of a reputed academic institution will be preferred.

Job Profile:

The Wellness Coordinator will function as a support and feeder role to the Reporting Officer/competent authority, assisting in the delivery of counselling services and the promotion of mental health and emotional well-being of students under supervision, and will be responsible for:

1. Serving as the first point of contact during emotional or mental health emergencies by providing immediate psychological first aid and crisis counselling, while ensuring timely escalation and response coordination
2. Coordinating with the Student Affairs Office, faculty members, hostels, wardens, caretakers, welfare team of the hostel and institute, and security personnel to support students and facilitate access to emergency services.
3. Assisting in the assessment of the level of anxiety and stress among students and its probable causes.

4. Providing preliminary/first-level counselling support to students to help relieve anxiety and stress.
5. Being empathetic, approachable, kind and sensitive towards students, faculty members and non-teaching staff, and maintaining strict confidentiality at all times.
6. Assisting with discussions with the concerned Institute authorities and/or Medical Officer regarding wellness issues, anxiety and stress and possible solutions.
7. Supporting the reporting of student issues to the appropriate authorities where neglect or abuse is suspected.
8. Assisting in coordinating referrals to external resources/agencies for mental health, substance abuse, or vocational activities, and maintaining liaison with external mental health departments/centres/professional volunteer agencies.
9. Assisting in conducting/co-ordinating in-house training and mental health awareness sessions in the Institute.
10. Maintaining and forwarding to the competent authority proper documentation/records of counselling sessions and interactions, with strict confidentiality.
11. Being available on campus and on call for consultation/appointments and attending to exigencies as and when required.
12. Any other related work assigned by the Reporting Officer/competent authority from time to time.

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Trainee Positions

4. 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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5. 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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6. 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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7. 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.

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

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8. 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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9. Yoga 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:

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.

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10. 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.

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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 **7th November 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 7th November 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.

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