



चन्द्रगुप्त प्रबन्ध संस्थान पटना CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

Mithapur Institutional Area, Patna-800001.

No. 103/4/2026

Date: 05.08.2026

Recruitment notice for the Non-Teaching Positions

Chandragupt Institute of Management Patna (CIMP), a standalone government institute in management education, consulting and research approved by AICTE accredited by NBA and recognized by AIU, invites application from eligible, qualified and motivated candidates for the non-teaching positions on regular or contractual basis, as detailed below.

S. N.	Name of the Position (R-Regular, C-Contractual)	No. of Position	Pay	Age Limit	Minimum Qualification and Experience
1	Placement Officer (R/C)	01	Pay Level 10 in the 7 th CPC	upto 50 years	Qualification: - Master's Degree preferably with MBA/Post Graduate Diploma in Management. Experience: - At least five years of relevant experience.
2	Admission Officer (R/C)	01	Pay Level 10 in the 7 th CPC	upto 50 years	Qualification: - Master's Degree preferably with MBA/Post Graduate Diploma in Management. Experience: - At least five years of relevant experience.
3	Hostel Warden (C)	02 (1 Male and 1 Female)	Consolidated upto ₹50,000/-	upto 50 years (Age relaxation in case of exceptionally deserving candidates)	Qualification: - Graduation/Diploma Experience: - Minimum Ten (10) years' of total administrative service in Govt./Semi-Govt./ PSU/ College/ School; with preferably Two (2) years' experience in handling of Hostel/Lodges/Dormitory, as a Supervisor/Warden/Manager/Matron. Essential: - Ability to communicate in English & Hindi - Healthy & physically agile, as the job involves frequent moving around of foot as well as climbing stairs of Multi Story building Desirable: - Experience as a Warden or Hostel In-charge or Hostel Supervisor Matron in reputed residential Colleges/Schools/Institutes. - Diploma/Degree in Hotel Management/Nursing Residential Requirement: - Hostel wardens will be provided a room in the Hostel with attached toilet facility. It is mandatory for the wardens to stay in the hostel.
4	Front Desk Executive/ Receptionist (C)	01	Consolidated up to ₹25,000/-	upto 35 years	Qualification: - Graduate in any discipline Experience: - Two (2) years' minimum relevant experience

S. N.	Name of the Position (R-Regular, C-Contractual)	No. of Position	Pay	Age Limit	Minimum Qualification and Experience
5	Associate/Jr. Associate (Admission/ Administration-Director's Office)/Store & Purchase (C)	02	Consolidated up to ₹30,000/-	upto 35 years	Qualification: - Graduate, MCA/MBA or (equivalent) Experience: 3 years minimum relevant experience
6	Tele caller (C)	02	Consolidated up to ₹16,000/- PM	upto 35 years	Qualification: - Graduate in any discipline Experience: 0-2 years' minimum relevant experience
7	MTA (C)	03	Consolidated upto ₹14,000/-	upto 35 years	Qualification: - SSC Experience: 0-2 (Zero-Two) years' of relevant experience
8	Interns (C)	05	Consolidated up to 20,000/- pm	upto 30 years	Fresher Qualification: - Graduate, MCA/MBA (equivalent) Desirable: - Proficiency in English communication

Application Procedure:

Interested Candidates may submit the Curriculum Vitae (CV)/Resume/Bio-Data along with copies of academic qualifications & experience certificates along with recent photographs via email to hr@cimp.ac.in. Candidates are advised to visit the website www.cimp.ac.in for updates.

General Conditions:

- Candidates already serving in government/semi-government/autonomous bodies are required to produce a 'No Objection Certificate' at the time of interview.
- SC/ST Candidates are encouraged to apply.**
- The age limit shall be reckoned on the last date of the submission of the application, i.e., **25th August, 2026**
- No correspondence, whatsoever, shall be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
- Canvassing in any manner shall entail summary disqualification of the candidature.
- The institute reserves the right to cancel/modify the advertisement at any point of time.**
- No TA/DA or any other allowance will be paid by the institute for attending the Interview.
- Number of positions as advertised against each position may vary as per the requirement of the institute. The decision of the institute in all matters will be final.
- Relaxation in norms may be considered by the competent authority for exceptional candidates.**
- Only candidates willing to devote full time for the development of the institute need apply.
- All positions are purely contractual (except S.N. 1 & 2) in nature and initially for one year, which may further be extended on the existing terms and conditions from time-to-time, subject to the approval of the Competent Authority on satisfactory performance.**
- 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.

Sd/-
Chief Administrative Officer