

MDI Gurgaon is looking for a dedicated and committed person for employment on a regular/contract basis for the following positions:

Sl. No.	Positions		Minimum Qualification	Post Qualification Experience in Relevant Field	Maximum Age on last date of submission	Pay (As per 7 th CPC)	
						Pay Band	Level
1.	Technical Officer- ERP - 1 (Regular)	Digitization	MCA/ B.E. /B.Tech. in Computer/ IT with minimum 55% marks or equivalent from a reputed institute in the relevant field.	A minimum of 10 years post-qualification experience in handling Software Development Life Cycle (in General) and Oracle PeopleSoft ERP implementations as project manager (in particular). Candidates with higher professional qualifications shall be given preference.	40 years	56100-177500	10
2.	Administrative Assistant - 1 (Regular)	Graduate Programs	BBA / BCA / B.Com. /Graduate or equivalent or MBA/ MCA / Post Graduate with 55% marks from reputed institute.	A minimum 3 years post qualification experience in the relevant field. Candidate with higher professional qualification will be given preference.	35 years	35400-112400	6
3.	Administrative Assistant - 1 (Contract)	Administration	BBA / BCA / B.Com. / Graduate or equivalent or MBA/ MCA / Post Graduate with 55% marks from reputed institute. Preferably a candidate with LLB degree.	A minimum 3 years post qualification experience in the relevant field. Candidate with higher professional qualification will be given preference.	35 years	35400-112400	6
4.	Junior Library Assistant – 1 (Contract)	Library	B. Lib. Sc. / M.Lib.Sc. with 55% marks from reputed institute.	A minimum 3 years post-qualification experience in the relevant field. Candidates with higher professional qualifications shall be given preference.	35 years	As per 7 th CPC Level 06 equivalent consolidated salary	

The interested candidates may visit the details of the job, educational qualification, experience condition, age requirement, pay level, etc., and details about the institute at the institute's website, www.mdi.ac.in, if they satisfy the minimum eligibility criteria. The interested person may apply online at MDI Web Portal www.mdi.ac.in under the link “**Jobs@MDI**” section and send a soft copy of their prescribed Application Form on email ID nonacademicrect@mdi.ac.in and also send a hard copy of their “Application Form” along with copies of the testimonials through speed post or courier to **the Chief Administrative Officer (Administration), Management Development Institute, Post Box No. 60, Sukhrali, Gurugram, 122007 (Haryana)**” so as to reach the **latest by May 7, 2025** before the close of working hours.

Please ensure that self-attested copies of all requisite documents and photographs are produced along with the original documents at the time of the interview. **Other general instructions for the candidates are enclosed.**