

**Appointments of Non-Academic Positions**

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 <sup>th</sup> CPC)	
						Pay Band	Level
1.	Registrar - 1 (The appointment shall be for a tenure of 5 years or till attaining the age of superannuation, i.e. 62 years. Eligible for reappointment after observance of due selection process.)	-	Master's degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.	<p>At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p align="center">OR</p> <p>15 years post-qualification comparable experience in research establishment and/or other institutions of higher education,</p> <p align="center">OR</p> <p>15 years of post-qualification administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p align="center">OR</p> <p>CA with at least 15 years of post-qualification experience in Government or Industry at senior level with at least 2 years in an educational institution.</p>	57 years	144200-218200	14
2.	Chief Financial Officer - 1 (Regular)	Finance and Accounts	<p>Essential: CA with minimum 50% marks.</p> <p>MBA / ICWA / CS would be advantageous.</p>	A minimum 15 years' post-qualification experience in the relevant field.	55 years	123100-215900	13

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3.	Executive Engineer - 2 (Regular)	Physical Infrastructure	M.Tech. / B.E. with minimum 55% marks or equivalent from a reputed institute in relevant field.	A minimum 13 years post-qualification experience in the relevant field. Candidates with higher professional qualification shall be given preference.	50 years	67700-208700	11
4.	Deputy Accounts Officer - 1 (Regular)	Finance and Accounts	Essential: CA with minimum 50% marks. MBA / ICWA / CS would be advantageous.	A minimum 10 years post-qualification experience in the relevant field. Candidates with higher professional qualification shall be given preference.	42 years	56100- 177500	10
5.	Deputy Administrative Officer - 1 (Regular)	Placement Office	MBA / Post-Graduate (HR Degree) with minimum 55% marks or equivalent from a reputed institute.	A minimum 10 years post-qualification experience in the relevant field. Candidates with higher professional qualification shall be given preference.	42 years	56100- 177500	10
6.	Deputy Administrative Officer - 1 (Regular)	Accreditation and Ranking Office	MBA / Post-Graduate with minimum 55% marks or equivalent from a reputed institute.	A minimum 10 years post-qualification experience in the relevant field. Candidates with higher professional qualification shall be given preference.	42 years	56100- 177500	10
7.	Junior. Administrative Officer - 1 (Regular)	Contract & CS / Secretary's office	CS with 50% marks.	A minimum 7 years post qualification experience in the relevant field. Candidate with higher professional qualification will be given preference.	42 years	47600-151100	8
8.	Junior Library Assistant - 1 (Regular)	Library	B. Lib. Sc. / M.Lib.Sc. with 55% marks from reputed institutions.	A minimum 3 years post-qualification experience in the relevant field. Candidates with higher professional qualifications shall be given preference.	35 years	35400-112400	6
9.	Administrative Assistant -1 (Regular)	Directors Secretariat	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

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10.	Administrative Assistant - 1 (Regular)	General	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
11.	Junior Engineer-1 (Regular)	Physical Infrastructure	B.E./ B.Tech. with 55% marks from reputed institutions. Preferably a candidate with Electrical Engineering 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
12.	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 or LLM 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
13.	Administrative Assistant - 1 (Contract)	Institutional Services	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

*Age limit may be relaxed for staff category employees (regular/on contract) working with MDI.*

The interested candidates may visit the institute's website, [www.mdi.ac.in](http://www.mdi.ac.in) for details about the position, educational & experience requirement and general instructions. The interested persons may send their application in the prescribed format on email ID [nonacademicrect@mdi.ac.in](mailto:nonacademicrect@mdi.ac.in) and also send a hard copy along with copies of the testimonials through speed post / courier to the **Chief Administrative Officer (Administration), Management Development Institute, Post Box No. 60, Sukhrali, Gurugram, 122007 (Haryana)** so as to reach latest by **August 30, 2024**.

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.**