

Management Development Institute (MDI) Gurgaon is a reputed Business School consistently ranked among the top B- School in the Country invites application for the following position on “Scale based Contract” :

S.No.	Position	Minimum Qualifications	Post Qualification Experience in Relevant Field	Maximum Age on last date of Submission	Compensation & Tenure
1.	Chief Administrative Officer (Institutional Services)- 01	MBA / Post- Graduate/ MCA /MTech/ B.E (Full time) or equivalent with minimum 55% marks from a reputed institute	<p>Minimum <b>15 years post-qualification</b> experience in the relevant field</p> <ul style="list-style-type: none"> <li>• Experience in -infrastructure, campus, hospital, township, or large facility management. Candidates should possess proven expertise in institutional/ Corporate campus operations, administration, maintenance, and development projects.</li> <li>• Experience in managing large-scale facilities, infrastructure planning, vendor coordination, compliance, and operational efficiency will be preferred.</li> </ul>	58 years	Appointment shall be on a 3-year Scale-Based Contract in Pay Level-12 or up to the age of 60 years, whichever is earlier. Higher pay level/compensation may be considered for exceptionally deserving candidates at the discretion of the Selection Committee.

Those interested must apply only at MDI web portal [www.mdi.ac.in](http://www.mdi.ac.in) under the link “Jobs@MDI”. Last date for receiving application is 25 June 2026.

For further details regarding eligibility criteria and general instruction, please visit the institute website [www.mdi.ac.in](http://www.mdi.ac.in).