

## GENERAL INSTRUCTIONS TO THE CANDIDATE

1.	Appointments can be made on a regular or contract basis on interchange basis as per need of Institute. Appointment on contract will be for a period of one year initially and can be extended further up to three years purely based on requirements and performance, as reviewed by the Institute.
2.	The Institute reserves the right to fill or not fill any position advertised. No appeal in this regard shall be entertained or accepted by the Institute.
3.	It would not be obligatory on the part of the institute to call every candidate for an interview who may possess the essential qualification. No representation in this regard will be entertained by the institute from any candidate. The candidates must satisfy themselves of the eligibility conditions before applying for any position.
4.	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, <a href="http://www.mdi.ac.in">www.mdi.ac.in</a> , to satisfy the minimum eligibility criteria. The interested person may apply online at MDI Web Portal <a href="http://www.mdi.ac.in">www.mdi.ac.in</a> under the link "Jobs@MDI" section and send a soft copy of their prescribed Application Form on email ID <a href="mailto:nonacademicrect@mdi.ac.in">nonacademicrect@mdi.ac.in</a> 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 <b>May 28, 2025</b> before the close of working hours. Any application received after the last date will not be considered for any reason whatsoever, including postal delay.
5.	The candidate should enclose an attested copy of the certificates in support of age, educational qualifications, experience, etc. along with the original application form. Applications submitted in other than the prescribed format (Application Form), received through e-mail or by hand, will not be considered and will be summarily rejected.
6.	The Institute reserves the right to offer the position at a level lower than the advertised level, depending upon the qualifications, experience, and performance of the candidate in the interview and Institute reserves the right to relax age criteria for internal candidates.
7.	The Institute reserves the right to draw panel(s) reserved against possible vacancies in the future.
8.	The Institute reserves the right not to fill up the advertised positions if the candidates are not found suitable for the position.
9.	The Institute reserves the right to issue offer letter to the selected candidate as per the requirement of the Institute.
10.	In case of any inadvertent mistake, which can be detected at any stage, even after the issue of the letter of appointment, the institute reserves the right to modify, withdraw, or cancel any communication made to the candidate.
11.	All applications received will be screened by the Screening Committee of experts, as per MDI HR Policy and Service Rules. The shortlisted candidates will be informed about the date and time of the interview. Candidates are expected to present themselves in the institute before the selection committee for the interview. No notification shall be sent to candidates who are not shortlisted by the institute. The institute shall not be responsible for any delay or non-receipt of communication due to a lapse on the part of the Indian Post and Telegraph Department.

12.	The Institute reserves the right to restrict the number of candidates for interviews to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement.
13.	The Institute reserves the right to reject any or all the applications without assigning any reason thereof.
14.	In the case of an exceptionally deserving candidate, the institute reserves the right to grant relaxation based on experience.
15.	Calling a candidate for an interview merely indicates that he or she, along with others, may possess suitable qualifications for the position and conveys no assurance whatsoever that he or she will be recommended or selected for the position.
16.	Application forms that are incomplete in any way or do not have the required educational or experience certificates and the latest photo attached will be rejected without any indication.
17.	No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct, result of the test or interview, or reasons for not being called for the test or interview.
18.	Canvassing in any form at any stage will be considered disqualification.
19.	Candidates should be well versed in day-to-day computer operations and competent to operate user-friendly software, viz., Tally, Microsoft Word, Excel, PowerPoint, ERP, etc.
20.	A medical check-up and a character and antecedent's verification or background check may be carried out on the selected candidate. In the event of an adverse report, the selection of the candidate will be treated as null and void.
21.	Candidates who have applied for the same post in the last recruitment cycle and have (a) appeared for the final interview and not been selected or (b) not been invited for the interview, need not apply.

Chief Administrative Officer (Admin.)