

Appointment of Non-Academic Positions

MDI Gurgaon invites applications for Non-Academic positions on Regular/Contract basis.

S. No.	Position	Department	Nature of Appointment	No. of Posts	Pay (As per 7 th CPC)	
					Pay Matrix	Level
Officers						
1.	Registrar			1	144200-218200	14
2.	Chief Financial Officer	Finance & Accounts	Regular	1	123100-215900	13
3.	Executive Engineer	Physical Infrastructure	Regular	2	67700-208700	11
4.	Deputy Accounts Officer	Finance & Accounts	Regular	1	56100-177500	10
5.	Deputy Administrative Officer	Placement Office	Regular	1	56100-177500	10
6.	Deputy Administrative Officer	Accreditation & Ranking	Regular	1	56100-177500	10
Staff						
1.	Junior Administrative Officer	Contracts & CS/Secretary's Office	Regular	1	47600-151100	8
2.	Junior Library Assistant	Library	Regular	1	35400-112400	6
3.	Administrative Assistant	Director's Secretariat	Regular	1	35400-112400	6
4.	Administrative Assistant	General	Regular	1	35400-112400	6
5.	Junior Engineer	Physical Infrastructure	Regular	1	35400-112400	6
6.	Administrative Assistant	Administration	Contract	1	35400-112400	6
7.	Administrative Assistant	Institutional Services	Contract	1	35400-112400	6

MDI offers pay with other benefits, applicable as per MDI Rules, which are better than IITs and IIMs.

The interested candidates may visit the institute's website, **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** 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**.

Chief Administrative Officer (Admin.)