



MDI
GURGAON

Management
Development
Institute

Accreditations



AACSB
ACCREDITED



**ASSOCIATION
OF
AMBA**
ACCREDITED



Management Development Institute (MDI), Gurgaon is a reputed Business School consistently ranked among the top B-schools in the country invites applications on a contractual basis for the following positions

Sr. No.	Position	No. of Posts	Qualification & Experience	Department	Pay Level (at the initial of the scale)	Age Limit
1	Deputy Administrative Officer	1	MBA / Post-Graduate with minimum 55% marks or equivalent and minimum 10 years of post-qualification experience	Consulting	10	45
2	Junior Administrative Officer	1	BBA / B.Com./ Graduate or equivalent or MBA / Post Graduate with 55% marks or equivalent and minimum of 7 years post-qualification experience	Industry Connect MDP	8	45
4	Senior Administrative Assistant	1	BBA / B.Com./ Graduate or equivalent or MBA / Post Graduate with 55% marks or equivalent and minimum of 5 years post-qualification experience	Alumni	7	40
5	Administrative Assistant	1	BBA / B.Com./ Graduate or equivalent or MBA / Post Graduate with 55% marks or equivalent and minimum of 3 years post-qualification experience	Administration / Institutional Services	6	35
6	Administrative Assistant	1	BBA / B.Com./ Graduate or equivalent or MBA / Post Graduate with 55% marks or equivalent and minimum of 3 years post-qualification experience	Doctoral Programme	6	35
7	Administrative Assistant	1	BBA / B.Com./ Graduate or equivalent or MBA / Post Graduate with 55% marks or equivalent and minimum of 3 years post-qualification experience	Hostels	6	35
8	Administrative Assistant	1	BBA / B.Com./ Graduate or equivalent or MBA / Post Graduate with 55% marks or equivalent and minimum of 3 years post-qualification experience	Centre Of Excellence	6	35
9	Placement – Coordinator	1	BBA / B.Com./ Graduate or equivalent or MBA / Post Graduate with 55% marks or equivalent and minimum of 3 years post-qualification experience	Graduate Programme / PGDM (IB)	6	35
10	Technical Assistant	2	B.Sc. (Computer Science)/ BCA/ MCA/ B.Tech.(Computer Science) or equivalent with 55% marks from reputed institutions and minimum of 3 years post-qualification experience	Digital Infrastructure	6	35

For further details regarding eligibility criteria, job description, general instructions, remuneration and the link for application, please visit the link:<https://mdi.ac.in/jobs-mdi>

The last date for submitting online applications is **November 16, 2026**.

Chief Administrative Officer (Admin.)