

### **GENERAL INSTRUCTIONS TO THE CANDIDATE**

1. Appointment to the post shall be on a contractual basis, subject to satisfactory performance, fulfilment of the prescribed eligibility requirements, and the rules and regulations of 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, [www.mdi.ac.in](http://www.mdi.ac.in), if they satisfy the minimum eligibility criteria. The interested candidates may apply online at the MDI Web Portal [www.mdi.ac.in](http://www.mdi.ac.in) under the link “Jobs@MDI” section. 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 conditions shall remain unchanged.
5. The candidate should enclose a 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 the 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 the advertised positions without assigning any reason whatsoever.
9. The Institute reserves the right to issue an offer letter to the selected candidate as per the requirements of the Institute.
10. In case of any wrong information provided by the applicant while submitting the application, and detected at any stage, even after the issue of the letter of appointment, the institute reserves the right to modify, withdraw, or cancel any offer of appointment made to the candidate.
11. All applications received will be screened by the Screening Committee, as per MDI HR Policy and Service Rules. The shortlisted candidates will be informed via email 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.
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 on term 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 intimation.
17. No correspondence whatsoever will be entertained from candidates regarding 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 a disqualification.
19. Candidates should be well-versed in day-to-day computer operations.
20. A medical check-up and a character and antecedents 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.

**Chief Administrative Officer  
(Administration)**