

Management Development Institute (MDI) Gurgaon is a reputed Business School consistently ranked among the top B-schools in the country invites applications for the following position on a **scale-based contract**:

S.No.	Position	Minimum Qualifications	Post Qualification Experience in Relevant Field	Maximum Age on last date of Submission	Pay level & 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	Minimum 15 years post-qualification experience in the relevant field • Experience in managing the operations of -infrastructure, campus, hospital, township or large facility management. Candidates should possess proven expertise in Institutional/ Corporate/ Campus operations, administration, maintenance, and development projects. • Experience in managing large-scale facilities, infrastructure planning, vendor coordination, procurement, compliances and operational efficiency will be desired. • Candidates with Armed Forces background with relevant experience are encouraged to apply.	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 may be considered for exceptionally deserving candidates at the discretion of the Selection Committee.

The interested candidates may apply online at MDI web portal www.mdi.ac.in under the link “**Jobs@MDI**”. The last date for receiving applications is **26 October 2026**

Candidates who had applied against the earlier advertisement dated 09th June 2026 need not submit a fresh application and their existing application would be taken into consideration.

For further details regarding eligibility criteria, job description and general instructions, please visit the Institute website www.mdi.ac.in.