

Appointment of Non-Academic Staff

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

S.No.	Position	Pay (As per 7 th CPC)	
		Pay Band (Rs.)	Level
1.	Chief Administrative Officer (Academics)	78800-209200/-	Level-12
2.	Administrative Officer (Accounts)	67700 – 208700/-	Level-11
3.	Administrative Officer (General Administration)	67700 – 208700/-	Level-11
4.	Deputy Administrative Officer	56100-177500/-	Level-10
5.	Senior Assistant	44900-142400/-	Level-07
6.	Senior Assistant - ERP (FSCM)* (Chartered / Cost Accountant - on contract)	44900-142400/-	Level-07
7.	Assistant / Junior Assistant	35400-112400/-	Level-06
8.	Junior Library Assistant*	35400-112400/-	Level-06

**On contract.*

The applicant should have excellent Academic record with experience in similar institutions. In addition to basic pay MDI offers other admissible allowances like D.A., HRA, TA, Personal Allowance, Meal Allowance along with Medical Allowance, LTC etc.

Applicants are requested to go through the detailed advertisement, general terms and conditions and apply online at MDI Web Portal www.mdi.ac.in under the link "**Careers@MDI**" section. On successful submission of application, a printout of application along with copies of the testimonials should be sent by Registered/Speed Post to "**Chief Administrative Officer (Administration), Management Development Institute, Post Box No. 60, Sukhrali, Gurugram - 122007 (Haryana)**" so as to reach latest by **16th August, 2019**.

Last date of receiving Online Application is **11th August, 2019**. Last date of receiving printed application along with supporting documents by Registered/speed post is **16th August, 2019**. **Registrar MDIG**