

GENERAL INSTRUCTIONS TO THE CANDIDATE

1. Appointment can be made on regular/contract basis (on equivalent consolidated remuneration). Appointment on contract will be for a period of one year initially and can be extended further, purely based on requirement and performance, as reviewed by the Institute.
2. The Institute reserves the right whether or not to fill up any position advertised or any increase or decrease as per requirement. 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 interview who may possess the essential qualification. The institute reserves the right to shortlist the candidate based on merit. No representation in this regard will be entertained by the Institute from any candidate. The candidates must apply for only one position and satisfy themselves of the eligibility conditions before applying for any position.
4. Applicants are requested to apply online at MDI Portal www.mdi.ac.in under the “Careers@MDI” section **Last date to submit online application on portal is 11th August, 2019.** After successful submission of application, a printout of application along with copies of the testimonials should be sent by Registered/Speed Post to reach “**Chief Administrative Officer (Administration), Management Development Institute, Post Box No. 60, Sukhrali, Gurugram - 122007 (Haryana)**” so as to reach **latest by 16th August, 2019,** before the close of working hours. Any Application received after the last date will not be considered for any reason whatsoever, including postal delay.
5. Application should be submitted online only. Candidate should enclose attested copy of the certificates in support of age, educational qualifications, experience etc. along with the original Application Form. Application submitted other than 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 the level lower than the advertised position, depending upon the qualification, experience and performance of the candidate in the interview.
7. The Institute reserves the right to draw panel(s) reserved against the possible vacancies in future.
8. The Institute reserves the right not to fill up the advertised positions if the candidates are not found suitable for the position.
9. The Institute reserves the right to issue offer letter to the selected candidate as per the requirement of the Institute.
10. In case of any inadvertent mistake, which can be detected at any stage even after the issue of letter of appointment, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate.
11. All applications received will be screened by the Screening Committee of experts, as per MDI HR Policy and Service Rules. The shortlisted candidates will be informed about the date and time of interview. Candidates are expected to present themselves in the Institute before Selection Committee for the interview. No intimation shall be sent to the candidates who are not shortlisted by the Institute. Institute shall not be responsible for any delay/non-receipt of communication due to lapse on the part of Indian Post and Telegraph department.

12. The Institute reserves the right to restrict the number of candidates for interview 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 of rejecting any or all the application without assigning any reason thereof.
14. In the case of exceptionally deserving candidate, the Institute reserves the right of granting relaxation in experience.
15. Calling a candidate for interview merely indicates that he/she with others may be possessing suitable qualification for the position and conveys no assurance whatsoever that he/she will be recommended or selected for the position.
16. Application Form incomplete in any way or not having required educational/experience certificates and latest photo affixed will be rejected without any intimation.
17. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of test/interview and reasons for not being called for test/ interview.
18. Canvassing in any form at any stage will be considered disqualification.
19. Candidates should be well versed with day to day computer operations and competent to operate user friendly software viz. Tally, Microsoft Word, Excel, PowerPoint, ERP etc.
20. Medical check-up and Character and antecedent's verification / background check may be carried out of the selected candidate. In case of adverse report received, the selection of the candidate will be treated as null and void.
21. Candidates who have applied in response to the earlier advertisement within last two years need not apply again except employees of MDI. Their applications will not be considered.