Job Opening: Deputy Administrative Officer (Consulting)
(On MDI Contract)

Position Details

- Role: Deputy Administrative Officer (Consulting)
- Employment Type: Contractual
- Remuneration: Level – 10 (56100-177500) As per 7th CPC
- Location: MDI Gurgaon

Roles:

To provide comprehensive administrative, operational, coordination, and documentation support for the effective functioning of the Consulting Department, including coordination of consulting assignments, client interactions, faculty engagements, programmes, and related departmental activities.

Key Responsibilities:

1. Consulting Project Coordination

- Coordinate and provide administrative support for consulting projects, assignments, and engagements undertaken by the Department.
- Assist in planning, scheduling, and monitoring project activities, timelines, deliverables, and documentation.
- Coordinate with faculty, consultants, clients, and internal departments for smooth execution of consulting assignments.
- Maintain project-wise records, agreements, correspondence, reports, and other relevant documents.

2. Client & Stakeholder Coordination

- Coordinate with corporate clients, industry representatives, consultants, faculty members, and other stakeholders.
- Handle official correspondence, meetings, appointments, and follow-ups related to consulting assignments.
- Support preparation of proposals, quotations, presentations, reports, and other client-related documents.
- Maintain a database of clients, organizations, consultants, and other stakeholders.

3.Programme & Event Administration

- Provide administrative support for executive education, consulting programmes, workshops, seminars, and other departmental activities
- Coordinate programme schedules, venues, faculty requirements, participant communication, logistics, and other arrangements.
- Liaise with concerned departments for hospitality, finance, infrastructure, IT, procurement, and other support services.

4. Faculty & Consultant Coordination

- Coordinate faculty and consultant availability, engagement schedules, travel, and other administrative requirements.
- Maintain records of faculty/consultant engagements, assignments, honorarium, invoices, and related documentation.
- Build and manage a strong pipeline through proactive outreach, networking, and institutional partnerships.
- Facilitate communication between faculty/consultants and clients for programme and consulting requirements.

5. Data Management & Reporting

- Maintain accurate and updated databases relating to consulting projects, clients, programmes, faculty, consultants, and participants
- Prepare periodic statements, MIS reports, status reports, and other information required by the Department.
- Compile data and information for management review, audits, institutional reports, and departmental presentations.

Qualification & Experience

- MBA/ Post Graduate with minimum 55% marks or equivalent from a reputed Institute.
- The candidate would have at least 10 years of relevant experience in service industry in a high-touch environment especially in an education sector.
- Strong administrative and organizational skills. Excellent written and verbal communication skills. Good coordination and interpersonal skills. Ability to manage multiple assignments and timelines. Proficiency in MS Office and data management.
- Ability to interact professionally with corporate clients, faculty, consultants, and other stakeholders.
- Problem-solving and follow-up skills.

Job Opening: Junior Administrative Officer (On Contract)
(MDP -Industry Connect)

Position Details

- Role: Junior Administrative Officer (MDP)
- Employment Type: Contractual
- Remuneration: (Level- 8) 47,600/-1,51,100 as per 7th CPC
- Location: MDI Gurgaon

Roles:

The Junior Administrative Officer MDP will serve as a strategic growth leader responsible for strengthening the market positioning and long-term sustainability of MDI Gurgaon's Management Development Programmes. The role focuses on identifying high-impact market opportunities, driving institutional branding, building strategic corporate & government partnerships, and developing customized executive education solutions aligned with industry needs.

Key Responsibilities:

1.Branding & MDP Positioning

- Strategically position MDI Gurgaon's MDP portfolio to enhance brand visibility and market differentiation.
- Collaborate with marketing teams to design corporate communication materials, brochures, digital campaigns, and outreach strategies.
- Represent MDI Gurgaon in corporate meetings, industry forums, and business networking platforms.
- Identify and pursue relevant accreditation, certification, and ranking opportunities for Management Development Programs (MDPs) to enhance market positioning.

2. Proposal Development & Tender Management

- Lead the preparation of high-quality technical and financial proposals for corporate and government clients and their timely submissions.
- Identify relevant tenders/ proposal/RFPs through GeM and other e-procurement portals and manage end-to-end tender documentation and submission processes.
- Track tender submissions and manage post-award documentation and contractual formalities.

3.Client Engagement

- Build strong relationships with prospective clients, understand their requirements, and effectively communicate how the solutions can address their specific challenges.
- Support and manage net New Business Development for open MDPs and customized training, and opportunities to cross-sell and upsell the training programs.
- Liaising with various stakeholders such as Central/State Government, corporations and other organizations, etc. for business development.
- Manage the CRM efforts.
- Diversified ability to handle the clients

4. Strategic Business Development & Market Expansion

- Identify, map, and penetrate target industries including corporates, PSUs, government bodies, and multinational organizations.
- Develop and implement structured business development plans aligned with departmental revenue and growth objectives.
- Build and manage a strong pipeline through proactive outreach, networking, and institutional partnerships.

- Monitor industry trends and competitor activities to identify emerging opportunities for executive education.
- Design and implement systematic market feedback mechanisms.

5. Performance Monitoring & Reporting

- Track lead conversion ratios, revenue targets, and client acquisition metrics.
- Prepare periodic business performance reports for the Head/Dean - Executive Education.
- Recommend strategic interventions to enhance programme reach and profitability.

Qualification & Experience

- BBA / B.Com. / Graduate or equivalent or MBA / Post Graduate with 55% marks from reputed institutions.
- Minimum of 7 years post-qualification experience in the relevant field. Candidates with higher professional qualifications shall be given preference.
- A background in Management Development Programs, such as Strategic Management, Leadership Development Programmes etc. involving developing and marketing of such MDPs and executive training programs, Training and development activities, or related academic and professional services would be given preference.

Job Opening: Senior Administrative Assistant

(On MDI Contract)

Positions Details:

- **Role:** Senior Administrative Assistant
- **Department:** Alumni
- **Employment Type:** MDI Contract
- **Remuneration:** Level 7 44900-142400 as per 7th CPC
- **Place of Posting**: MDI Gurgaon

Roles:

The job description positions this as a strategic leadership role that combines the entrepreneurial challenge of building MDI's first endowment program with the relationship management skills needed for effective alumni engagement. It offers competitive compensation with performance incentives and growth opportunities within India's premier business school ecosystem

Key Responsibilities:

1. **Endowment Focus: Designed to manage student scholarships, centers of excellence,**

infrastructure development, and green campus initiatives

2. Global Alumni Management: Engaging 10,000+ alumni across the globe

3. Strategic Leadership: Establishing MDI's first endowment program following ISB/IIM

Models.
4. Supporting Admin activities related to MDI Alumni Office and MDI Alumni Association.

Responsibility Breakdown

- **40% Endowment Development & Fundraising** - Managing the four key areas
- **35% Alumni Relations & Engagement** - Traditional Alumni connect activities
- **15% Event Management** - Campus events and donor relations
- **10% Administrative & Strategic Support** - Data management and reporting

Performance Metrics

- Fundraising achievement targets
- Alumni engagement participation rates
- Alumni Database management

Qualification & Experience:-

- BBA / BCA / B.Com. /Graduate or equivalent or MBA / MCA / Pos Graduate with 55% marks from reputed institutions.
- Minimum of 7 years post-qualification experience in the relevant field. Candidates with higher professional qualifications shall be given preference.

Job Opening: Administrative Assistant (Administration/ Institutional Services)

MDI Contract)

Positions Details:

- **Role:** Administrative Assistant
- **Department:** Administration / Institutional Services
- **Employment Type:** MDI Contract
- **Remuneration:** Level 6 35400-112400 as per 7th CPC
- **Place of Posting**: MDI Gurgaon

Roles:

The Administrative Assistant will provide comprehensive administrative and operational support to the Administration Department, ensuring smooth, efficient, and timely execution of day-to-day office activities. The role requires strong coordination, documentation, communication, record-keeping, and follow-up skills, along with the ability to coordinate effectively with internal departments, faculty, staff, students, vendors, and external stakeholders.

Key Responsibilities:

ERP Management & Data Administration

- Manage and update employee and departmental information in the MDI **ERP system**.
- Ensure timely and accurate entry of employee master data, joining details, designation, department, employment status, and other relevant information.
- Initiate and process employee-related transactions in ERP as per MDI procedures.
- Maintain records related to **attendance, leave, joining, separation, contracts, appointments, and other employee lifecycle activities**.
- Generate ERP-based reports, MIS, statements, and employee-related data as required.
- Coordinate with the ERP/IT team for system-related issues, data corrections, access-related matters, and technical problems.
- Ensure that changes in employee information are updated across relevant records and systems.
- Regularly verify ERP data against departmental records to ensure accuracy and completeness.
- Maintain confidentiality and security of employee information available through ERP.

3. Recruitment & Selection Support

- Provide end-to-end administrative support for the recruitment process of faculty, staff, consultants, contractual employees.
- Coordinate with the concerned authority for identification of manpower requirements and initiation of recruitment processes.
- Prepare and circulate approved Job Descriptions (JDs) and vacancy notifications.
- Coordinate receipt, compilation, and preliminary organization of applications/CVs.
- Maintain recruitment trackers and candidate databases.
- Coordinate interview schedules with selection committees, faculty members, senior management, and candidates.
- Arrange interview venues, online meeting links, documents, and other logistical requirements.
- Prepare interview-related documentation and maintain proper records of the selection process.
- Coordinate candidate communication regarding interviews, document submission, selection, joining formalities, and other requirements.
- Ensure that all recruitment documentation is complete and properly maintained.
- Coordinate for background verification, reference checks, and other pre-employment formalities, wherever applicable.
- Maintain confidentiality of candidate information and recruitment-related documents.

4. Appointment, Contract & Employee Lifecycle Management

- Prepare and coordinate documentation related to appointment, engagement, extension, renewal**, and separation** of employees, as per approved formats and MDI policies.
- Coordinate issuance of appointment letters, offer letters, engagement letters, contracts, and other employment-related documents.
- Maintain a systematic record of:
    - Appointment letters
    - Employment contracts
    - Contract renewal dates
    - Probation periods
    - Confirmation details
    - Contract extensions
    - Resignation/relieving documentation
- Maintain a contract expiry and renewal tracker and provide advance reminders to the concerned authority.
- Coordinate timely renewal/extension of contractual appointments after obtaining necessary approvals.
- Ensure that employee documentation is complete before joining and appropriately updated during the employment lifecycle.
- Coordinate with concerned authorities for amendments in designation, role, tenure, remuneration, or other employment terms.
- Assist in preparing employee-related correspondence and official communications.

5. Joining & Onboarding

- Coordinate the complete administrative process for newly appointed employees.
- Prepare and verify joining documentation and required forms.
- Coordinate with IT, Finance, and other concerned departments for employee onboarding.
- Facilitate creation of employee ID, ERP profile, email ID, access credentials, and other institutional requirements.
- Ensure that employee records are updated immediately after joining.
- Provide new employees with relevant information regarding institutional policies, attendance, leave, facilities, and administrative procedures.
- Maintain proper joining records and employee personal files.

6. Leave & Attendance Management

- Manage and maintain employee leave and attendance records .
- Monitor attendance through the institutional ERP/attendance management system.
- Process leave applications in accordance with institutional rules and approval procedures.
- Verify leave balances and attendance records before processing requests.
- Coordinate with reporting officers for approval/rejection of leave applications, wherever required.
- Maintain records of different categories of leave as applicable under MDI policy.
- Prepare monthly/periodic leave and attendance reports.
- Identify discrepancies in attendance or leave records and coordinate with concerned employees for correction.
- Maintain records of:
    - Casual Leave
    - Earned/Privilege Leave
    - Medical Leave
    - Special Leave
    - Leave Without Pay
    - Other applicable categories
- Ensure timely updating of approved leave in ERP.
- Assist in resolving employee queries related to leave balance, attendance, and leave rules.

7. Salary & Payroll Coordination

- Provide administrative support for monthly payroll processing of the employees.

- Coordinate with Finance for timely submission of payroll-related information.
- Verify employee data relevant to salary processing, including:
    - Joining and relieving dates
    - Attendance
    - Leave without pay
    - Contractual status
    - Salary revisions
    - Allowances/deductions, wherever applicable
    - Other approved changes
- Maintain salary-related records and supporting documentation.
- Coordinate with Finance for resolution of payroll discrepancies raised by employees.
- Assist in preparing monthly salary-related statements and MIS.
- Ensure that approved changes in employee status, remuneration, or tenure are communicated to the concerned department within the prescribed timeline.
- Maintain confidentiality of salary and financial information.
- Assist employees with routine salary-related administrative queries and coordinate with Finance for resolution.

Qualification & Experience:-

- BBA / B.Com. / Graduate or equivalent or MBA / Post Graduate with 55% marks from reputed institutions.
- Minimum of 3 years post-qualification experience in the relevant field. Candidates with higher professional qualifications shall be given preference.

Job Opening: Administrative Assistant – Doctoral Programmes
(On MDI Contract)

Positions Details:

- **Role:** Administrative Assistant
- **Department**: Doctoral Programmes
- **Employment Type:** MDI Contract
- **Remuneration:** Level 6 35400-112400 (As per 7th CPC)
- **Place of Posting:** MDI Gurgaon

Roles:

To provide efficient administrative and operational support for the smooth functioning of the Doctoral Programmes Department, including coordination of doctoral programmes, student services, academic activities, records, and communication with scholars, faculty members, and other stakeholders.

Key Responsibilities:

1. **Doctoral Programme Administration:**

- Provide day-to-day administrative support for the smooth functioning of Doctoral Programmes.
- Coordinate programme schedules, academic activities, and departmental requirements.
- Maintain programme-related records, files, and databases.

2. **Scholar Administration:**

- Maintain records of doctoral scholars, including registration, coursework, leave, progress, and completion status.
- Assist scholars with programme-related procedures, documentation, and queries.
- Coordinate communication with scholars and concerned faculty members.

3. **Academic & Coursework Coordination:**

- Coordinate coursework, classes, presentations, seminars, comprehensive examinations, and other academic activities.
- Assist in scheduling and coordination with faculty members, supervisors, and external experts.
- Maintain academic calendars, schedules, and related documentation.

4. **Research & Thesis Administration:**

- Assist in administrative processes related to research proposals, progress reviews, thesis submission, evaluation, and viva-voce.
- Coordinate documentation and communication with supervisors, examiners, and doctoral committees.
- Maintain records related to research and thesis activities.

5. Events & Academic Activities:

- Provide administrative support for seminars, workshops, conferences, presentations, and other doctoral programme events.
- Coordinate arrangements for visiting faculty, scholars, external experts, and examiners.

6. Data, Reports & Institutional Requirements:

- Compile and maintain departmental data and statistics.
- Assist in preparing reports and information required for accreditation, rankings, audits, reviews, and institutional reporting.

Qualifications & Experience:

- BBA / B.Com. / Graduate or equivalent or MBA / Post Graduate with 55% marks from reputed institutions.
- The candidate would have a minimum of 3 years of post-qualification experience in the relevant field. Candidates with higher professional qualifications shall be given preference.
- Working knowledge of computers, including ERP systems, MS Office (Word, Excel), and email handling.

Job Opening: Hostel (Administrative Assistant)

(ON MDI Contract)

Positions Details:

- **Role:** Administrative Assistant
- **Department:** Hostel
- **Employment Type:** MDI Contract
- **Remuneration:** Level 6 35400/--112400/-
- **Place of Posting**: MDI Gurgaon

Roles:

The Hostel Administrative Assistant (Hostel) will be responsible for providing efficient administrative and operational support for the smooth functioning of hostel facilities. The role involves coordination with students, wardens, Hostel & Mess (H&M) team, security personnel, housekeeping staff, vendors, maintenance/project teams, and other concerned departments.

The incumbent will ensure accurate hostel records, timely resolution and escalation of student concerns, effective communication, facility coordination, documentation, and adherence to institutional policies and procedures.

Key Responsibilities:

A. Hostel Administration & Student Services

- Manage day-to-day administrative activities related to hostel operations.
- Coordinate hostel allotment, room allocation, room changes, check-in, check-out, and related documentation.
- Maintain updated records of students residing in various hostels.
- Assist students with hostel-related queries, requests, and administrative concerns.
- Coordinate with wardens and hostel representatives to ensure smooth residential operations.
- Maintain proper documentation of student requests, complaints, room changes, and other hostel-related matters.
- Facilitate communication of hostel rules, regulations, notices, and instructions to students.
- Assist in ensuring compliance with hostel policies and institutional guidelines.

B. Hostel ERP & Data Management

- Maintain and update hostel-related information in the ERP/hostel management system.
- Enter and verify student data, room allocation details, occupancy records, check-in/check-out information, and other relevant records.
- Generate reports related to hostel occupancy, room availability, student strength, and other administrative requirements.
- Ensure data accuracy, confidentiality, and timely updating of records.
- Coordinate with the IT/ERP team for system-related issues and process improvements.

C. Hostel Complaints & Management

- Receive, record, monitor, and coordinate resolution of student complaints related to hostel facilities.
- Maintain a structured Hostel Complaint/Issue Tracker with details of the issue, date reported, responsible department, action taken, and closure status.

- Coordinate with the Project/Estate/Maintenance/Engineering teams for issues relating to electrical systems, plumbing, air-conditioning, seepage, civil works, furniture, fixtures, and other infrastructure.
- Follow up regularly on pending complaints and ensure timely escalation of unresolved issues.
- Conduct periodic hostel inspections, wherever required, and identify operational or maintenance concerns.
- Prepare status reports highlighting resolved, pending, recurring, and critical issues**.**

D. Coordination with Project, Estate & Maintenance Teams

- Coordinate with concerned departments for preventive and corrective maintenance.
- Follow up on infrastructure-related concerns such as:
    - AC and ventilation issues
    - Water leakage and seepage
    - Plumbing and drainage
    - Electrical faults
    - Civil and carpentry work
    - Furniture and fixtures
    - Pest/termite-related issues
    - Common-area maintenance
- Ensure that temporary fixes are followed up for permanent rectification wherever required.
- Maintain records of maintenance requests and completion status.
- Escalate recurring or critical infrastructure issues to the appropriate authority

E. Mess & Vendor Coordination

- Coordinate with the **H&M/Mess team and outsourced vendors** for smooth mess operations.
- Assist in monitoring food quality, hygiene, cleanliness, service standards, and vendor compliance.
- Record and escalate student feedback relating to food quality, menu, hygiene, and mess services.
- Coordinate with vendors for corrective actions and follow up on pending concerns.
- Assist in maintaining vendor-related records, checklists, service reports, and complaint registers.
- Support periodic review of vendor performance and service Quality..

F. Housekeeping, Security & Common Area Coordination

- Coordinate with housekeeping teams to maintain cleanliness and hygiene standards in hostel rooms and common areas.
- Monitor cleanliness of corridors, common rooms, washrooms, recreational areas, and other shared facilities.
- Coordinate with security personnel regarding hostel access, visitor management, entry/exit protocols, and security-related concerns.
- Report security incidents or irregularities to the concerned authority immediately.
- Assist in monitoring compliance with hostel timings, visitor policies, and other applicable regulations.

G. Events, Inspections & Special Activities

- Provide administrative support during hostel-related events, orientations, inspections, and institutional activities.
- Coordinate arrangements for visiting teams, inspections, special accommodation requirements, and official visits.
- Assist in emergency preparedness and implementation of institutional safety protocols.
- Support senior management/administration with special assignments related to hostel operations.

Qualification & Expereince:-

- BBA / BCA / B.Com. / Graduate or equivalent or MBA / MCA / Post Graduate with 55% marks from reputed institutions.
- Minimum of 3 years post-qualification experience in the relevant field. Candidates with higher professional qualifications shall be given preference.

Job Opening: Administrative Assistant – Centre of Excellence
(On MDI Contract)

Positions Details:

- **Role:** Administrative Assistant
- **Department**: Centre of Excellence
- **Employment Type:** MDI Contract
- **Remuneration:** Level 6 35400-112400 (As per 7th CPC)
- **Place of Posting:** MDI Gurgaon

Roles:

To Provide Comprehensive Administrative and Coordination Support for The Effective Functioning of The Centre of Excellence at MDI Gurgaon, Including Academic Activities, Research Projects, Industry Engagement, Events, Documentation, Financial Administration, and Coordination With Internal And External Stakeholders.

Key Responsibilities:

1. **Administrative & Office Coordination:**

- Manage day-to-day administrative activities of the Centre of Excellence.
- Coordinate meetings, appointments, seminars, conferences, workshops, and other Centre activities.
- Prepare correspondence, notices, agendas, minutes, and follow-up communications.
- Coordinate with faculty members, staff, students, and various administrative departments of MDI.

2. **Academic, Research & Project Support:**

- Provide administrative support to faculty-led research projects, consultancy assignments, academic initiatives, and Centre projects.
- Maintain project-related records, reports, correspondence, and supporting documents.
- Assist in collection, compilation, and presentation of data required for research and institutional reporting.
- Support faculty and project teams in meeting timelines and administrative requirements.

3. **Events & Programme Coordination:**

- Assist in organizing conferences, seminars, workshops, roundtables, guest lectures, and executive/industry programmes conducted by the Centre.
- Coordinate venue, invitations, registrations, participant records, hospitality, logistics, and other event requirements.
- Maintain records of speakers, participants, experts, institutions, and partner organizations.

4. Industry & External Stakeholder Coordination:

- Coordinate with industry professionals, corporate organizations, government agencies, academic institutions, experts, and other external stakeholders.
- Assist in coordinating meetings, collaborative activities, MoUs, projects, and Centre engagements.
- Maintain updated databases of industry and institutional contacts.

5. Communication & MIS:

- Draft official emails, letters, circulars, invitations, and other communications.
- Assist in updating Centre-related information for MDI's website, reports, newsletters, and other communication platforms.
- Prepare periodic MIS and activity reports for review by the Centre Head/Faculty Coordinator.

Qualifications & Experience:

- BBA / B.Com. / Graduate or equivalent or MBA / Post Graduate with 55% marks from reputed institutions.
- The candidate would have a minimum of 3 years of post-qualification experience in the relevant field. Candidates with higher professional qualifications shall be given preference.
- Working knowledge of computers, including ERP systems, MS Office (Word, Excel), and email handling.

Job Opening: Placement Coordinator - Graduate Programme PGDM (IB)
(On MDI Contract)

Positions Details:

- **Role:** Placement Coordinator
- **Department**: Graduate Programme PGDM (IB)
- **Employment Type:** MDI Contract
- **Remuneration:** Level 6 35400-112400 (As per 7th CPC)
- **Place of Posting:** MDI Gurgaon

Roles:

The Placement Coordinator (International) will be responsible for developing corporate partnerships across Europe and the UK to secure 8-10-week summer internships and live projects for PGDM-IB students. The role also involves guiding students through the international internship process and maintaining strong relationships with employers, alumni, and partner institutions.

Key Responsibilities:

- Develop and strengthen relationships with companies across Europe and the UK for internship opportunities.
- Secure paid summer internships and live projects for PGDM-IB students.
- Build and maintain long-term partnerships with employers, alumni, and academic partners.
- Promote the PGDM-IB programme to international organizations.
- Conduct employer outreach and networking activities.
- Provide end-to-end career support by assisting students with CV preparation, cover letters, LinkedIn profile optimization, interview preparation, and career guidance. Develop and tailor CVs in multiple formats to align with the requirements of different companies, industries, and countries.
- Coordinate internship documentation and communication with employers, students, and partner institutions.
- Track internship progress, maintain records, and collect employer feedback.

Qualifications & Experience:

- BBA / B.Com. / Graduate or equivalent or MBA / Post Graduate with 55% marks from reputed institutions.
- The candidate would have a minimum of 3 years of post-qualification experience in the relevant field. Candidates with higher professional qualifications shall be given preference.
- Experience in securing international internships, preferably in Europe and the UK.
- Strong communication, networking, and relationship management skills.
- Ability to build employer partnerships and engage with multiple stakeholders.
- Willingness to travel internationally, if required
- Working knowledge of computers, including ERP systems, MS Office (Word, Excel), and email handling.

Job Opening: Technical Assistant – Digital Infrastructure (On MDI Contract)

Positions Details:

- **Role:** Technical Assistant
- **Department**: Digital Infrastructure **(**Hardware)
- **Employment Type:** MDI Contract
- **Remuneration:** Level 6 35400-112400 (As per 7th CPC)
- **Place of Posting:** MDI Gurgaon

Roles: (Hardware)

The incumbent shall provide efficient technical and operational support for the smooth functioning of the Institute's Digital Infrastructure, including management of IT infrastructure, network and database systems, enterprise applications, user support, digital services, and coordination with faculty, students, staff, vendors, and other stakeholders.

Key Responsibilities:

- Installing, maintaining and troubleshooting computer hardware, network infrastructure, and related audio-visual systems to ensure optimal performance and security.
- Configuring network devices like routers and switches, monitoring network performance, performing hardware maintenance, and resolving technical issues.
- Maintaining records of computer assets their allocation including assisting in the audit of computer assets.
- RFID tagging of computer assets.
- Working with IT team and managing the maintenance of computer hardware and networking devices by coordinating with vendors and OEMs.
- Providing IT support for the Conferences, Statutory meetings and Events, including the meetings in Hybrid Mode through Zooms, MS teams etc.

Qualifications & Experience:

- B.Sc. (Computer Science)/ BCA/MCA/B.Tech. (Computer Science) or equivalent with 55% marks from reputed institutions.
- Minimum 3 years of post-qualification experience in handling Computer Hardware, Network and Audio- Visual systems. Professional Hardware/ Networking Certification is preferred.

Job Opening: Technical Assistant – Digital Infrastructure (On MDI Contract)

Positions Details:

- **Role:** Technical Assistant
- **Department**: Digital Infrastructure **(**Software)
- **Employment Type:** MDI Contract
- **Remuneration:** Level 6 35400-112400 (As per 7th CPC)
- **Place of Posting:** MDI Gurgaon

Roles: (Software)

The incumbent shall provide efficient technical and operational support for the smooth functioning of the Institute's Digital Infrastructure, including management of IT infrastructure, network and database systems, enterprise applications, user support, digital services, and coordination with faculty, students, staff, vendors, and other stakeholders.

Key Responsibilities:

- Handle database management as well as data input and validation tasks, ensuring data accuracy, system integrity, and performance.
- Capability to develop small web applications/ Mobile app.
- Responsibilities include data entry, database creation and maintenance, and performance optimisation, data security, backups, and generating reports.
- Manage all activity pertaining to email/ group creation, MS- Teams, credentials, MAC registration, managing course masters, terms masters and admin activities pertaining to Learning Management System, master data tables for DigiCampus (Student Entry/ Exit) etc.
- Should have the capability to generate reports through SQL query.
- Maintaining the database backups.

Qualifications & Experience:

- B.Sc. (Computer Science)/ BCA/MCA/B.Tech. (Computer Science) or equivalent with 55% marks from reputed institutions.
- Minimum 3 years of post-qualification experience in handling the software development life cycle, databases, LMS, email, and security systems. Professional DB certificate is preferred. .