Appointments for Non-Academic Positions

MDI Gurgaon is looking for dedicated and committed person for employment on regular/contract basis for the following positions.

SI. No.	Name of Post (Number of vacancies)	No.	Minimum Qualification	Post Qualification Experience in Relevant Field	Maximum Age * (as 11/8/19)	Pay (As per 7th CPC) Pay Band (Rs.)	Level
1.	Chief Administrative Officer (Academics)	(1)	MBA/Post-Graduate/CA/ICWA, Post-Graduate/M. Lib. Sc., MCA/M. Tech., B.E., respectively with minimum 55% marks or equivalent	15 years in the relevant field, preferably in an institute of national/ international repute.	50 years	78800-209200	Level-12
2.	Administrative Officer (General Administration)	(1)	MBA/Post-Graduate/CA/ICWA., with minimum 55% marks or equivalent from a reputed institute.	13 years in the relevant field, preferably in an institute of national/ international repute.	45 years	67700 - 208700	Level-11
3.	Administrative Officer (Accounts)	(1)	MBA/Post-Graduate/CA/ICWA., with minimum 55% marks or equivalent from a reputed institute.	13 years in the relevant field, preferably in an institute of national/ international repute.	45 years	67700 - 208700	Level-11
4.	Deputy Administrative Officer	(1)	MBA/Post-Graduate/B.E., respectively with minimum 55% marks or equivalent from a reputed institute.	10 years in the relevant field, preferably in an institute of national/ International repute.	40 years	56100-177500	Level-10
5.	Senior Assistant	(5)	BBA/BCA/B.Com/Graduate or equivalent with 55% marks from reputed institute.	07 years in the relevant field, preferably in an institute of national/ international repute. Candidates with higher professional qualifications shall be given preference.	35 years	44900-142400	Level-07
6.	Senior Assistant- ERP FSCM (Chartered/Cost Accountant)	(1)	CA/ICWA from reputed institute.	07 years in the relevant field, preferably in an institute of national/ international repute. Candidates with People Soft ERP experience will be preferred.	35 years	As per 7th CPC Level 07, equivalent consolidated salary	
7.	Assistant	(5)	BBA/BCA/B.Com/Graduate or equivalent with 55% marks from reputed institute.	05 years in the relevant field, preferably in an institute of national/ international repute. Candidates with higher professional qualifications shall be given preference.	35 years	35400-112400	Level-06
8.	Junior Assistant		BBA/BCA/B.Com/Graduate or equivalent with 55% marks from reputed institute.	03 years in the relevant field, preferably in an institute of national/ international repute. Candidates with higher professional qualifications shall be given preference.	35 years	35400-112400	Level-06
9.	Junior Library Assistant	(1)	BBA/BCA/B.Com/Graduate or equivalent with 55% marks from reputed institute. Desirable: Degree in B. Lib.	03 years in the relevant field, preferably in an institute of national/ international repute. Candidates with higher professional qualifications shall be given preference.	35 years	As per 7th CPC Level 06, equivalent consolidated salary	

* No age limit for internal employees. **Knowledge of computer is essential for all positions. ****The number of vacancies may increase /decrease as per requirement.

The interested candidates are requested to apply online at MDI Web Portal www.mdi.ac.in under the link "Careers@MDI" section. The last date for online submission at www.mdi.ac.in/Careers@MDI is **11th August, 2019.** 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** before the close of working hours. Please ensure that self attested copies of all requisite documents and photograph are produced along with original documents at the time of Interview. **Other General Instructions to the candidates are enclosed.**