MANAGEMENT DEVELOPMENT INSTITUTE MURSHIDADBAD

Recruitment of Non-Teaching Positions
Advertisement No.: MDIM/Admin/Recruitment/2019/44 Dated 30-Apr-2019
Last date of application: 21-May-2019

Management Development Institute Gurugram (MDI Gurgaon), one of the India's premier Business Schools, launched its second campus at Murshidabad in West Bengal in 2014 with an intention to impart management education, nurture talent, and groom them to become global leaders. The campus was inaugurated by the Hon'ble President of India, Shri Pranab Mukherjee in August 2014, with simultaneous commencement of classes for first batch of students of AICTE approved 2 years full time residential Post Graduated Program in Management (PGPM). The establishment of this prestigious institution in the eastern economic region was in fulfilment of certain academic and visionary objectives while keeping in view the high standards of professional education, training and skills that a reputed B-School like MDI would usher in its wake.

The Murshidabad Campus has been making significant strides since inception. Classes for the first batch (2014-16) of students of the Post Graduate Program in Management (PGPM) had commenced since August 2014, with four more batches entering MDIM portals over successive years. Being a new campus, MDI Murshidabad's present take-off course is its most popular 2 year PGPM on General Management, approved by AICTE and offering 4 major areas of specialization, viz. HRM, Finance, Marketing and Supply Chain, with their respective sub-electives. With its magnificent rural landscape, the campus, spread over 10 acres of greenery with state of the art infrastructure and facilities, attracts students pan India. MDI Murshidabad proposes to add on new programs in connected fields over consecutive years, with the principal thrust being towards procreation and development of innovative courses through domain integration and with the idea of infusing a definite purpose and meaning towards its existence and identity.

Along with MDIM core faculty, professors of MDI Gurgaon uniformly visit Murshidabad campus for academic mentoring and integration. Distinguished personalities across India in the field of academics, industry, business, government, international relations, etc. frequent MDIM campus at regular intervals to address MDIM students and build a robust interface between the Industry and Academia. Placements for all the previous batches have been phenomenally successful at both Internship and Final levels with some of the top organizations providing ready employment across various sectors. MDI Murshidabad aspires to further leverage these developments along with the legacy of the MDI brand towards higher achievements in multiple spheres.

Management development programs (MDPs) and other training and skill development initiatives are also featured regularly in the campus calendar. Executives, trainees and officials receive open as well as customized knowledge through these programs which are of varying duration.

Research is an important constituent of MDI's vision and mission. The entire academic community is research active and carries out research work of consistently higher standards that can contribute to the national goal of innovation, socio-economic development and environmental sustainability.

MDI Murshidabad is looking for dedicated and committed person for the following non-teaching positions:

Sl. No.	Position	Area	Min. Qualification, Experience & Max. Age	Pay Details (on regular basis)
1.	Administrative Officer (1)	General administration / Academic programme/ Stores & Purchase	MBA / Post Graduate with min. 55% marks or equivalent from a reputed institute. Minimum 13 years post qualification experience in the relevant field, preferably in an institute of national /international repute. Desirable: Experience in educational administration and personnel management. Capacity to lead the coordination of multiple units and administration in a residential Institution. Can ensure statutory compliance with the statutory bodies. Knowledge of computer enabled workflow based administration in a delegated systems. Knowledge of modern office automation tools for convening and concluding the meetings Maximum age: 50 years as on date of advertisement.	7th CPC Pay Matrix Level-11 (67,700 – 2,08,700), Gross pay: Rs. 1,16,427 p.m.
2.	Assistant Librarian (1)	Library	Master degree in Library Science or Library and Information Services with min. 55% marks from reputed institute/university. Minimum 10 years of post-qualification experience in Library management in any Academic / Corporate Institution / College library. Desirable: Knowledge of computerization of Library, Library software and open source software. Good knowledge in classification / cataloguing . Knowledge on library policies, procedure, methods, ethics and professional standards. Good interpersonal and communication skills. Maximum age : 45 years as on date of advertisement.	7th CPC Pay Matrix Level-10 (56,100 – 1,77,500), Gross pay: Rs. 97,267 p.m.

3.	Sr. Assistant (1)	IT/System	B.E. / B. Tech. in IT/Computer Sc./MCA with 55% marks from reputed institute. Minimum 7 years post-qualification experience in a reputed IT/Systems Consulting firm / premier institution of higher education working on web portals and databases related to students' academic activities. Desirable: Troubleshoot of desktop/ laptop/ printer, website update, operation of VC system, CCTV surveillance, maintenance of local network (incl. WLAN) & other IT related systems and must be able to work independently. Maximum age : 40 years as on date of advertisement.	7th CPC Pay Matrix Level-7 (44,900 – 1,42,400), Gross pay: Rs. 76,881 p.m.
4.	Jr. Engineer - Civil (1)	Civil construction & Campus maintenance	Diploma in Civil Engineering with minimum 55% marks from a reputed institute. Minimum 10 years post qualification relevant experience as Engineer in execution and construction of Civil Work and Project Management Desirable: Experience of coordinating with multi-disciplinary planning consultants, architects and construction agencies. Knowledge of Computer–Aided Design (CAD) / STAAD Pro or other relevant Engineering/Construction software Proven track record of handling construction projects; Experience of working with planning and execution of Civil works, designing and estimation, construction management of large projects. Experience in the line of coordination and supervision of construction and maintenance of Civil works in CPWD/	7th CPC Pay Matrix Level-7 (44,900 – 1,42,400), Gross pay: Rs. 76,881 p.m.

			State PWD/ Government/ PSU/ Academic institution/any reputed private organization, Should have knowledge of CPWD/PWD rules & manuals. Maximum age : 40 years as on date of advertisement.	
3.	Jr. Library Assistant (1)	Library	Graduate in Library Science or Library and Information Services with min. 55% marks from reputed institute/university. Minimum 3 years of post-qualification experience in Library management in any Academic / Corporate Institution / College library. Desirable: Knowledge of computerization of Library, Library software and open source software. Good knowledge in classification / cataloguing . Knowledge on library policies, procedure, methods, ethics and professional standards. Good interpersonal and communication skills. Maximum age : 35 years as on date of advertisement.	7th CPC Pay Matrix Level-6 (35,400 – 1,12,400), Gross pay: Rs. 64,056 p.m.

Note: Knowledge of Computer is essential for all the above positions.

Remuneration:

MDI's salary, grades, benefits and perquisites are comparable to the top business schools like IIMs in India.

- Gross pay includes Basic pay, DA, HRA, TA as per Central Govt. norms and other allowances like Meal Allowances, Personal Allowances, Medical Allowances, Leave Travel Allowances & Hardship allowances etc.
- Retirement benefits like EPF, Gratuity & leave encashment are available for regular employees
- Over & above, the regular employees of MDI are also entitled for other attractive benefits like Leave, Mediclaim, Reimbursement of magazine/newspaper/books, Reimbursement of mobile expns. Special area allowance, Reimbursement of children tuition fee etc.

General Instructions:
1. Appointment can be made on regular/contract basis (on equivalent consolidated remuneration). Appointment on contract basis will be for a period of one year initially and can be extended further, purely based on performance, as reviewed by the institute.
2. The Institute reserves the right to increase/decrease the number of positions/vacancies advertised for recruitment during the process; not to fill up any / all position(s) / select or reject any candidate

without assigning any reason thereof. 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 the interview who may possess the essential qualification & experience. No representation in this regard will be entertained by the Institute from any candidate. The candidates must satisfy themselves of the eligibility conditions before applying for any position.

4. 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.

5. The Institute reserves the right to draw panels reserved against the possible vacancies in future.

6. The Institute reserves the right not to fill up the advertised positions if the candidates are not found suitable for the positions.

7. The Institute reserves the right to issue offer letter to the selected candidate as per the requirement of the Institute.

8. In case of any inadvertent mistake, which can be detected at any stage even after the issue of offer letter, the Institute reserves the right to modify/withdraw/cancel any communications made to the candidate.

9. All the applications received within the due date will be screened by the Screening Committee of experts, as per MDI HR Policy and Service Rules. The shortlisted candidates will be informed through speed post / email about the venue, date and time of interview. No intimation shall be sent to the candidates who are not shortlisted for the interview. Institute shall not be responsible for any delay/ non-receipt of communication due to lapse on the part of Indian Postal Department.

10. 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.

11. In the case of exceptionally deserving candidate, the Institute reserves the right of granting relaxation in experience & age.

12. 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.

13. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of test/interview and reasons for not being call for test / interview.

14. Canvassing in any form at any stage will be considered disqualification.

15. Candidates should be well versed with day to day computer operations and competent to operate user friendly software viz. Tally, MS Word, Excel, Power point, ERP etc.

16. Medical check-up and character and antecedent's verification / background check may be carried out of the selected candidate. In case of any adverse report received, the selection of the candidate will be treated as null and void.

17. The selected candidates shall be initially posted at MDI Murshidabad Campus, Jangipur. However the services are transferable within MDI Society.

18. All candidates appearing for Interview will be reimbursed AC-III rail fare in the shortest route on production of proof of journey. No other allowances will be admissible.

How to apply:

The interested candidates are requested to apply online at MDI-M web portal www.mdim.ac.in under the link "Careers with us". The last date for online submission is 21-May-2019. On successful submission of application, a printout of application along with copies of testimonials should be sent by Regd. Post/Speed post to "Registrar, MDI Murshidabad, Kullori, NH-34, P.O. Uttar Ramna, PS: Raghunathganj, Dist: Mursidabad, West Bengal 742235" so as to reach latest by 29-May-2019. Applications submitted in email will not be entertained.

Registrar