

# MANAGEMENT DEVELOPMENT INSTITUTE MURSHIDABAD

## Recruitment of Non-Academic Positions on Contractual Basis

**Advertisement No.: MDIM/Admin/Recruitment/2025-26 Dated: 31-October-2025**

**Last date of online application: 07-November-2025**

Management Development Institute (MDI) was established in 1972 at Gurgaon in collaboration with the support of the Industrial Finance Corporation of India (IFCI). To impart management education, nurture local talent, and groom them to become global leaders, the Management Development Institute (MDI) launched its 2nd campus at Murshidabad (West Bengal) in 2014. The foundation stone was laid on October 31<sup>th</sup>, 2010 at Jangipur, Murshidabad, West Bengal, by the then Hon'ble Union Minister of Finance, Govt. of India, Late Shri Pranab Mukherjee.

The Board of Governors of MDI consists of eminent personality from the government, academics, and corporate world.

MDI Murshidabad (MDIM) is a 10 year's old business school that aims to create a positive impact on people, companies, and society. In 2014, MDIM launched its Post Graduate Diploma in Management (PGDM). It was commemorated in the presence of the then Hon'ble President of India, Late Shri Pranab Mukherjee, by his inspiring address to our first batch of PGDM students on the 24th of August 2014. This was followed by a deliberation made by Late Shri Arun Jaitley, Hon'ble Minister of Finance, Defense & Corporate Affairs, Govt. of India. PGDM offered by MDIM is recognized and accredited by the All India Council for Technical Education (AICTE), New Delhi.

MDI renews its commitment to imparting quality management education. The Murshidabad campus is a part of MDI's vision to nurture and promote talent and enterprise. MDIM would seek to align local aspirations with available state-of-the-art facilities. MDIM prides itself in providing Management Education and developing ethical corporate citizens for tomorrow's India.

### SI. No. 1 : DEPUTY ACCOUNTS OFFICER

(a) **Department:** Accounts

(b) **Remuneration:** Rs. 82,000 p.m. (Consolidated)

(c) **No. of post:** 1 (One)

(d) **Age:** Preferably below 50 years

**Educational Qualifications:** M.Com/MBA(Finance)/CA/ICWA and Graduation in Commerce from a reputed institute /university. Candidates with higher professional qualifications shall be given preference.

(e) **Work Experience (Post-qualification):** Minimum 10 years of relevant experience covering various areas related to Finance and Accounts including Final Accounts, Budgetary Control, taxation etc.

(f) **Desirable and Preferred:** Knowledge of Tally software. Candidates who have experience in ERP based Finance and Accounting Systems (Oracle Peoplesoft) will be given preference.

(g) **Job Description: Duties & Responsibilities including but not limited to the following:**

- Responsible for the smooth functioning of the accounts department including preparation and submission of final accounts of the Institute.



- Checking and passing bills and vouchers.
- Submission of monthly/quarterly progress reports of expenditure to the higher authorities.
- Dealing with EPF, NPS, retirement benefits and reimbursement of personal claims.
- Accounting of Receipt of the Institute in compliance with GST.
- Responsible for general administration of the accounts department, timely audit of annual accounts and dealing with the audit objections and submission of proper replies in regarding statutory and internal audits.
- Preparation and presentation of Annual Budget Estimates and Revised Estimates of the Institute to the Audit & Finance Committee of the Board of Governors of the Institute
- Managing externally funded projects and foreign payments.
- Handling the entire process of Payroll-salary and allowances in ERP.
- Maintaining bank accounts and cash reconciliations.
- Managing short-term and long-term investments of the Institute.
- Responsible for work related to Statutory Tax assessment, collections and deductions.
- All the above accounts related works are to be carried out through ERP based Finance and Accounting Systems (Oracle Peoplesoft – FSCM).
- To carry out any other duties assigned by the Director/Chief Administrative Officer
- 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 (Oracle Peoplesoft) etc.

**Sl. No. 2 : Administrative Assistant**

(a) **No. of post:** 1 (One)

(b) **Age:** Preferably below 45 years.

(c) **Qualification & Experience:**

**Administrative Assistant-** BBA / B.Com. / Graduate/ MBA/Post Graduate ( passed out or pursuing ) from reputed institutions and a minimum of 3 years post-qualification experience in the relevant field. Candidates with higher professional qualifications shall be given preference.

**Job Description/Duties/Responsibilities:**

- To look after all the promotional activities of the Institute.
- To design and create the digital marketing material for the institute.
- To coordinate with the seniors for timely delivery of the promotional content. Any other job as assigned by the higher officials.
- To capture the events to create content for the digital media promotions of the institute.
- To create promotional videos of the institute and edit the same to be used for the social media marketing.
- To manage the social media portals of the institute.
- Supervision and control of day-to-day functions of the Institute and working in close coordination with respective officials.
- Any other job as assigned by the higher officials.

**General Instructions:**

1. Appointment will be made purely on contractual basis on consolidated remuneration for a period of two years initially and can be extended further based on performance as reviewed by the institute at the end of each year and as required by the Institute. Higher remuneration may be considered in



- case of exceptionally deserving candidates.
2. All qualifications must be from a UGC recognized University/Deemed University or AICTE approved institutions (wherever applicable).
  3. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement as of the last date of online application. They are advised to ensure their eligibility to apply for the post. No enquiry in this regard will be entertained.
  4. The above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
  5. 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.
  6. 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.
  7. The Institute reserves the right to offer the position at a lower level than the advertised position, depending upon the qualification, experience and performance in the interview.
  8. The Institute reserves the right to draw panels reserved against the possible vacancies in future.
  9. The Institute reserves the right not to fill the advertised positions if the candidates are not found suitable for the positions.
  10. The Institute reserves the right to issue offer letter to the selected candidate(s) as per the requirement of the Institute.
  11. 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(s).
  12. 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 2024. The shortlisted candidates will be informed through email about the venue, mode, 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.
  13. The Institute reserves the right to restrict the number of candidates for interviews to a reasonable limit based on qualification and experience higher than the minimum prescribed in the advertisement.
  14. The Institute reserves the right to grant relaxation in experience & age for exceptionally deserving candidates.
  15. Calling a candidate for interview indicates that he/she with others may possess suitable qualification for the position but conveys no assurance that he/she will be recommended or selected for the position.
  16. No correspondence whatsoever will be entertained from candidates regarding the postal delay, conduct of interview and reasons for not being called for interview.
  17. Medical check-up and character and antecedent's verification / background check may/ will be carried out of the selected candidates. In case of any adverse report received, the selection of the candidate will be treated as null and void.
  18. The selected candidates shall be initially posted at MDI Murshidabad Campus, West Bengal. However, the services are transferable within MDI Society.
  19. interview will be made for an online.

The employees appointed on contract will be entitled for a consolidated monthly remuneration which may/will be reviewed year to year basis.



**How to apply:**

The interested candidates are requested to apply in the prescribed format given on MDIM web portal <https://www.mdim.ac.in/current-opening/> under the link "Careers with us". The duly filled application along with CV and supporting documents are required to be submitted through email at [recruitment@mdim.ac.in](mailto:recruitment@mdim.ac.in) and [cao@mdim.ac.in](mailto:cao@mdim.ac.in) within the due date of application.

Last date of submission of application through email: 7-Nov-2025 up to 5.30 PM.



Saemraaj Kumar

Chief Administrative Officer

**Chief Administrative Officer**  
**MDI Murshidabad**

