

MANAGEMENT DEVELOPMENT INSTITUTE MURSHIDABAD

Recruitment of Deputy Accounts Officer & Store Assistant (Both positions on contract basis)

Advertisement No.: MDIM/Admin/Recruitment/2026/81

Dated: 04.06.2026

Last date of application submission: 11.06.2026 by 5pm

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 31 October, 2010 at Jangipur, Murshidabad, West Bengal, by the then Honourable Union Minister of Finance, Govt. of India, Late Shri Pranab Mukherjee.

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

MDI Murshidabad (MDIM) is a young 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, Defence Corporate Affairs, Govt. of India. PGDM offered by MDIM is recognized and accredited by the All India Council for Technical Education (AICTE), New Delhi.

PGDM offered by MDIM is approved by the All India Council for Technical Education (AICTE) and accredited by National Board of Accreditation (NBA). The AIU has recognized the PGDM programme as equivalent to MBA.

In a short period, through the in-house and open Management Development Programmes on various themes conducted by Faculty, MDIM has been able to build its image of quality.

The academic complex consists of air-conditioned lecture halls, an auditorium, syndicate rooms, Faculty and administrative blocks, an equipped computer centre, and a modern library with a Bloomberg Finance Lab powered by Bloomberg Terminals. The campus is fully networked, having resource centres and sports facilities.

A handwritten signature in blue ink, appearing to be 'S. K. Sanyal'.



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.

Management Development Institute invites applications from eligible candidates for the following non-academic position, purely on contract basis:

Sl. No.1. DEPUTY ACCOUNTS OFFICER (on Contract)

(a) Department: Accounts

(b) Remuneration: As per the Industry standard & based on the quality of candidate

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

(d) Age: Preferably below 50 years

(e) Educational Qualifications: M. Com/MBA(Finance)/CA/ICWA with minimum 55% marks or equivalent from a reputed institute /university.

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

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

(h) 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 of 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.

2
[Signature]



- 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 as assigned by the CAO.

Sl. No.2. STORE ASSISTANT (on Contract)

(a) **Department:** Store under Administration

(b) **Remuneration:** As per the Industry standard & based on the quality of candidate

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

(d) **Age:** Preferably below 35 years

(e) **Educational Qualifications:** Graduate/ Post Graduate / BBA / B.Com. / MBA or equivalent with 55% marks from reputed Institution preferably with a PG Diploma in Materials Management.

(f) **Work Experience (Post-qualification):** Minimum 2–3 years of experience in stores, inventory, warehouse, and administrative support functions, preferably in an educational institution.

(g) **Key Responsibilities:**

1. Inventory & Store Management

- Receive, inspect, and verify materials supplied by vendors against purchase orders and delivery challans.
- Arrange and store items systematically for easy identification and retrieval.
- Maintain adequate stock levels of stationery, office supplies, housekeeping materials, and other consumables.
- Monitor stock movement and prevent shortages or overstocking.

2. Material Issue & Distribution

- Issue materials to various departments, faculty members, staff, laboratories, and student activity centres against approved requisitions.
- Maintain records of all materials received, issued, transferred, and returned.
- Ensure timely distribution of materials as per institutional requirements.

3. Record Keeping & Documentation

- Maintain stock registers, inventory records, bin cards, and asset registers.
- Update inventory management software/ERP systems, wherever applicable.
- Prepare periodic stock status reports and consumption reports.
- Maintain proper filing of purchase-related and store-related documents.

[Handwritten Signature]



4. Asset Management

- Assist in maintaining records of institutional assets such as computers, printers, projectors, furniture, and laboratory equipment.
- Support asset tagging, physical verification, and disposal processes.
- Coordinate with departments during annual asset verification exercises.

5. Stock Verification & Audit Support

- Conduct periodic physical verification of stock and reconcile discrepancies.
- Assist during internal, statutory, and external audits.
- Ensure compliance with institutional policies and inventory control procedures.

6. Coordination & Support

- Coordinate with the Purchase Section, vendors, and various departments regarding material requirements and availability.
- Report damaged, obsolete, or slow-moving items to the Store Officer.
- Assist in arranging materials for institutional events, conferences, workshops, seminars, examinations, and other academic activities.

7. Store Maintenance & Safety

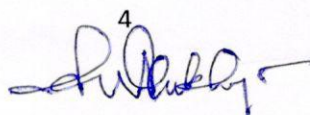
- Maintain cleanliness, orderliness, and security of the store premises.
- Ensure proper labelling and storage of all items.
- Follow safety guidelines for handling and storing materials and equipment.

Required Skills

- Knowledge of inventory and store management practices.
- Proficiency in MS Office, particularly Excel.
- Familiarity with ERP/inventory management systems is desirable.
- Good organizational, record-keeping, and documentation skills.
- Attention to detail and accuracy.
- Effective communication and coordination skills.

General Instructions:

1. Appointment will be made purely on contractual basis on consolidated remuneration for a period of one year 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 for applying for the post. No enquiry in this regard will be entertained.
4. The above positions require a full 24×7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.

4




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 up 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 candidates 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.
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. 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.
13. The Institute reserves the right to restrict the number of candidates for interview 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. Canvassing in any form at any stage will be considered disqualification. 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.
18. Medical check-up and character and antecedent's verification / background check may 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.
19. The selected candidates shall be initially posted at MDI Murshidabad Campus, West Bengal. However, the services are transferable within MDI Society.
20. The interview for the shortlisted candidates will be conducted at MDI Murshidabad campus. No TA/DA will be admissible for the same.



How to apply:

Interested candidates are requested to download the prescribed application format from the MDIM web portal under the “Careers with us” link .(<https://www.mdim.ac.in/current-opening/>).

Email the completed form, along with a Cover letter , a detailed CV and supporting documents to: **recruitment@mdim.ac.in & cao@mdim.ac.in**

Submission Deadline: 11.06.2026 by 5pm

Email Subject line: Application for the position of Deputy Accounts Officer (on Contract) / Store Assistant (on Contract)



Chief Administrative Officer

**Chief Administrative Officer
MDI Murshidabad**