

MANAGEMENT DEVELOPMENT INSTITUTE MURSHIDABAD

ROLLING ADVERTISEMENT FOR NON-ACADEMIC POSITIONS

Advertisement No.: MDIM/Admin/Recruitment/2026/ 94

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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.

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 Murshidabad invites applications from eligible candidates for the following non-academic positions, purely on contractual basis:

Parameter	Details
Position Title	Training & Placement Officer
Department	Placement Office
Initial Tenancy	1 Year Contract (Renewable based on performance tracking)
Age Limit	Preferably below 60 years
Location	MDI Murshidabad Campus, West Bengal (Permits strategic hybrid deployment from a major metro hub like Delhi/NCR or Kolkata during peak engagement cycles)
Compensation	Fixed CTC + Variable incentives

1. Remuneration & Performance Incentive Tracks

MDIM offers a highly competitive, market-linked compensation package, with room for higher parameters for exceptionally deserving corporate leaders. The variable performance component is explicitly co-authored and set collaboratively with the Chairperson (Placements) to ensure day-one strategic alignment. It features a transparent, dual-track incentive architecture: 70% weightage tied to audited Year-over-Year Average CTC Batch Growth, and 30% weightage tied to objective, unit-linked physical milestones.

Performance Incentive Tracks (70% Batch Growth & 30% Milestones)

The Core Variable Component (70% Weightage) rewards high-yield performance over market drift. It scales progressively across distinct growth brackets based on Year-over-Year Average CTC Batch Growth, measured against the designated baseline.

Table 2: Core Variable Component Brackets (70% Weightage)

Growth Bracket	Performance Level	Strategic Interpretation
Bracket 1	(0.1% to 10.0% Growth)	Standard Market Drift & Baseline Maintenance
Bracket 2	(10.1% to 25.0% Growth)	Active Brand Empanelment & High-Performing Target
Bracket 3	(25.1% to 30.0% Growth)	Massive Legacy Value & Elite Tier-1 Breakthrough



Table 3: Strategic Milestone Components (30% Weightage)

Milestone Component	Strategic Objective	Metric Baseline / Target Cap	Evaluation Metric
Milestone 1: Day-1 Premium	Secure new Tier-1 corporate empanelment for elite placement slots.	Pro-rata up to an institutional cap of 6 companies.	Per-unit new empanelment verified by the Placement Committee.
Milestone 2: Global Footprint	Secure verified International Campus Placement Offers.	Pro-rata up to an institutional cap of 3 unique offers.	Verified international offers within the active graduation cycle.
Milestone 3: Domestic Peak	Break the previous highest domestic CTC records.	Exceed the previous year's peak by a minimum threshold of 10% (Cap: 6 qualifying offers).	Verified domestic offer data exceeded the previous peak by at least 10%.

Mandatory Governance & Student-Protection Clauses:

- **Minimum Offer Safeguards:** Under no circumstances shall an empanelled recruiting organisation host a campus drive where the Guaranteed Fixed Component accounts for less than 75% of the total gross CTC. Additionally, the offered CTC must translate into a minimum absolute net in-hand salary of ₹10 Lakhs per annum. Any offer violating these thresholds shall be strictly excluded from the batch's Average CTC calculations.
- **Audit Timeline:** To ensure transparency, all incentive payouts shall be audited and finalised within 30 days of closing the final placement report. Performance milestone valuations are governed by an institutional committee comprising the Chairperson (Placements), the Dean (Academics), and the Director, whose decision is binding based strictly on verified physical offer data.

2. Applicant Profile (Qualifications & Experience)

- **Educational Qualifications:** An MBA / PGDM or equivalent Master's degree (preferably with a specialisation in Marketing or Human Resource Management) from a recognised, reputable Institute / University. Alumni of premier business schools (IITs, IIMs, XLRI, MDI, IIFT, Symbiosis, etc.) are strongly encouraged to apply.
- **Work Experience (Post-qualification):** 12 years of corporate experience, with at least 5 years leading corporate relations, campus placements, or executive search/headhunting firms. Alternatively, senior corporate leaders who have managed high-impact mandates, such as Vice President (VP) or Chief Human Resources Officer (CHRO), within reputable organisations are strongly encouraged to apply.
- **Desirable and Preferred:** Exceptional corporate storytelling, pitching, and executive presence; extensive data-driven decision-making capabilities using enterprise CRM tools, automated placement funnels, and executive networking platforms (e.g., LinkedIn Recruiter).



3. Job Description: Duties & Responsibilities, including but not limited to the following:

- Formulate and scale a high-impact corporate engagement strategy to embed MDIM as a preferred talent acquisition partner for Fortune 500 companies, Tier-1 consulting firms, and elite conglomerates.
 - Leverage personal networks and executive relationships to transition campus placement profiles from standard volume roles into premium, high-ticket domains (e.g., Management Trainees, Consultants, and Product Managers).
 - Secure enterprise-level corporate empanelments and deepen high-value institutional trust to achieve predictable, compounding placement momentum year-over-year.
 - Leverage institutional competitive advantages, such as the state-of-the-art Bloomberg Finance Lab, to position student capabilities effectively to premium recruiters in Banking, Financial Services, and Consulting sectors.
 - Rigorously vet all incoming Job Descriptions (JDs) and corporate recruitment offers to safeguard student career stability.
 - Execute Final Placements and Summer Internships for PGDM students by driving high-value lead generation and conversion metrics. The objective is to build an institutionalised, independent corporate engagement engine that seamlessly complements academic frameworks.
 - Deploy, modernise, and leverage advanced AI-driven placement automation software, CRM platforms, and corporate outreach tracking systems to optimise the placement funnel.
 - Design the annual placement activity calendar, budget, and outstation corporate tour plans; establish quantitative measurement systems to evaluate stakeholder and outreach effectiveness.
 - Orchestrate student readiness and capability-building programs by empanelling top-tier external corporate trainers, industry mentors, and specialised resume-building agencies.
 - Oversee the strategic alignment of student profiles with industry realities, ensuring corporate expectations match student competencies, previous work experience, and special attributes.
 - Report directly to and work in close coordination with the Chairperson (Placements) to provide strategic updates and implement timely actions required to manage market dynamics.
 - Lead, mentor, and manage the day-to-day operations of the Placement Office team, taking full ownership of the department's resource allocation, outstation outreach execution, and performance milestones.
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Position: HEAD ADMISSIONS

(a) Department: Admissions

(b) Remuneration: Market driven salary which will not be a constraint for the right candidate.

(c) Age: Preferably below 50 years.

(d) Educational Qualifications: Preferably Post Graduate with min. 55% marks or equivalent from a reputed Institute/University.

(e) Work Experience (Post-qualification): More than 10 years of extensive experience in B-schools related to admission of students.

(f) Desirable and Preferred: Excellent written and verbal communication skills; thorough hands-on experience in the use of MS Office and other software tools.

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

- Supervision, organization and managing the entire admission process
- Guide and interact with candidates and parents regarding the career prospects
- Interact with prospective students and encourage them to apply
- Visit Institutions, organise seminars to discuss to carrier opportunities
- Convert qualified leads into confirmed admissions
- Application management and admissions process, data management etc.

Position: ADMISSIONS COUNSELLORS

(a) Department: Admission

(b) Remuneration: Market driven salary which will not be a constraint for the right candidate.

(c) Age: Preferably below 35 years.

(d) Educational Qualifications: A Bachelor's degree in Education, Counselling, Marketing, or a related field (with a minimum aggregate of 50%)

(e) Work Experience (Post-qualification): Minimum 3years of experience in B-schools related admission process and tele counselling

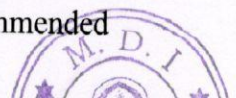
(f) Desirable and Preferred: Excellent written and verbal communication skills; thorough hands-on experience in the use of MS Office and other software tools.

(g) Job Description: Student Advising, Application Management, Data Tracking,
Tele calling & Post-Admission Support to the admitted students.



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. The number of posts may vary as per the requirement of the Institute subject to approval by the Competent Authority
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.
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.

How to apply:

This is a rolling advertisement, there is no last date to apply. However, candidates are encouraged to apply at the earliest. Applications will be processed periodically as per the requirement of the Institute

The interested candidates are requested to download the prescribed application format from the MDIM web portal under the “**Careers with us**” link.

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

Email Subject line: Application for the position of (mention the position)



Dr.A.N.Mukherjee
Chief Administrative Officer