



MANAGEMENT DEVELOPMENT INSTITUTE MURSHIDADBAD

Recruitment of Non-Academic Position on Contract

Advertisement No.: MDIM/Admin/Recruitment/2026/115 Dated: 21.08.2026

Last date of application: 10th September, 2026

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 Society (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 Honorable 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) on 24th of August 2014. 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 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 approved by the All India Council for Technical Education (AICTE), and accredited by National Board of Accreditation (NBA). The Association of Indian Universities (AIU), New Delhi has granted our flagship Post Graduate Diploma in Management (PGDM) Programme equivalence to the Two-Year Full-Time MBA degree of an Indian University.

MDI Murshidabad invites applications from eligible candidates for the following non-academic position on contract:

Sl. No. 1: Chief Administrative Officer (CAO)

(a) **Nature of Position:** Contract

(b) **Department:** Administration

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

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

(d) **Age:** Preferably below 60 years.

(e) **Qualification & Experience:** Good academic record with an MBA/Post-Graduate (2year full-time) with minimum 55% marks or equivalent from a reputed institute and a minimum 15 years' post-qualification experience in the relevant field.

(f) **Job Description/Duties/Responsibilities:**

Chief Administrative Officer is required to lead a team of officers in the Institute and guide them in their day-to-day activities and coordinate with the academic and administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, and contract services.



Statutory/ Administration/Financial/Academic

- To assist the Director in the day-to-day functioning of the Institute and to attend to visitors, public relations etc.
- Overall in charge of administrative functions, as per MDI rules& procedures.
- Custodian of all records of the Institute property including all the assets and funds of the Institute.
- To exercise administrative and financial powers delegated by the Board, as per MDI rules
- All HR related matters starting from advertisement to retirement of the employees.
- Legal/ statutory /regulatory matters.
- To examine the budget proposals of the Institute.
- Responsible for coordination / arrangements of annual convocation and conferences.
- Overall supervision and responsible for Estate, Transport, Security, Stores & Purchase, MDPs, Community Health, Community Welfare, Students Hostels, Land etc.
- Any other function as decided by the Director.

General Instructions:

1. Appointment will be made purely on contractual basis on consolidated remuneration for a period of one 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.
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 position requires a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
5. All contractual positions are as per rules of MDI.
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, as per rules of MDI.
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 position if the candidates are not found suitable for the positions.
10. The Institute reserves the right to issue offer letter to the selected candidate 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. Institute shall not be responsible for any delay.
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. No age limit for internal employees of MDI.
15. The Institute reserves the right to grant relaxation in experience & age for exceptionally deserving candidates.
16. 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.
17. No correspondence whatsoever will be entertained from candidates regarding the postal delay, conduct of interview and reasons for not being called for interview.
18. Canvassing in any form at any stage will be considered disqualification.
19. 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), emails etc.
20. 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.
21. The selected candidates shall be initially posted at MDI Murshidabad Campus, West Bengal. However, the services are transferable within MDI Society, if such need arises.
22. Efforts will be made for an online interview. In case of an offline interview, all candidates appearing for Interview will be reimbursed AC-III/AC Chair Car 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 in the prescribed format given on MDIM web portal <https://www.mdim.ac.in/current-opening/> under the link "Career". The duly filled application along with supporting documents are required to be submitted through email at careers@mdim.ac.in within the due date of application. The email should contain two attachments; (i) the application (PDF) and (ii) all other credentials regarding academic qualification, experience, last salary statement etc. merged in a single PDF. For any query, please contact careers@mdim.ac.in.

Email Subject line: **Application for the post of Chief Administrative Officer**

Last date of submission of application through email: 10th September 2026.



Director