MANAGEMENT DEVELOPMENT INSTITUTE MURSHIDADBAD

Recruitment of Non-Academic Positions on Contractual Basis

Advertisement No.: MDIM/Admin/Recruitment/2024/45 Dated: 24-April-2024
Last date of online application: 15-May-2024

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.

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

Sl. No. 1 : TRAINING & PLACEMENT OFFICER (TPO)

(a) **Department:** Placement
(b) **Remuneration:** Rs. 82,000 p.m. (Consolidated) + Variable pay up to Rs. 3 lakhs per annum in the form of bonus/ incentive/ success fee based on performance.
(c) **No. of post:** 1 (One)
(d) **Age:** Preferably below 50 years.
(e) **Educational Qualifications:** Good academic record with an MBA/ PGDBM/ PGDM (2 year full-time) with min. 55% marks or equivalent from a reputed institute/ university.
(f) **Work Experience (Post-qualification):** 10 to 15 years of extensive experience in placement of students of reputed educational institutes preferably business schools. Dynamic and good network with industry, corporate & business houses on placement of the management students.
(g) **Desirable and Preferred:** Excellent written and verbal communication skills; thorough hands-on experience in the use of MS Office; excellent communication skills (oral and written); excellent inter-personal skills.
(h) **Job Description: Duties & Responsibilities including but not limited to the following:**
- Conducting Final and Summer Placement activities for the PGDM students.
- Tap more hiring opportunities in core companies for students.
- To enhance Value Placements through better Brands coming on campus as recruiters and higher salary packages offered to students year after year.
- To sell the skills of students to employers.
- To brief students on job market realities and opportunities in the market.
- To orient students with interview techniques, soft skills, art of negotiation, CV writing, personality development, interpersonal and communication skills, career planning and mapping etc. Conduct competency-building workshops, attitude and grooming workshops, resume building workshops etc.
- Counselling students, evaluating their performance and making recommendations for personal growth.
- To remain updated with student's profile, previous work experience, academic achievements and other special attributes that match job requirements.
- Contact prospective employers and bring them to campus for hiring.
- Establish relationship with HR departments of the Industry, Corporate & Business houses and promote students for placements as appropriate.
- Network with employers and mentor students for the best fit.
- Contact Industry, Corporate & Business houses to develop reciprocally beneficial partnerships for jobs and internships.
- Develop an active on-campus business and industry presence – schedule and advertise campus recruitment for employers.
- Help students identify employment options that match their career interests. Assist students in all aspects of job search including resume writing, interviewing techniques and job referrals.
- Schedule and follow up on student interviews with prospective employers.
- Prepare a database of companies, their contacts and prospective employers. Create a quantitative and qualitative measurement system to evaluate the effectiveness of the stakeholders and success of the entire system utilizing data and resources to for improve engagement standards.

- Designing annual placement activity calendar, outstation tour plans (corporate visits), budgeting and keeping track of annual income and expenditure for placement.
- Carry out any other duties as assigned by the Director.

Sl. No. 2 : ASSISTANT LIBRARIAN

(a) **Department**: Library
(b) **Remuneration:** Rs. 82,000 p.m. (Consolidated)
(c) **No. of post:** 1 (One)
(d) **Age:** Preferably below 50 years.
(e) **Educational Qualifications:** M.Lib.Sc. with minimum 55% marks or equivalent from a reputed institute/university.
(f) **Work Experience (Post-qualification):** Minimum 10 years of post-qualification experience in Library management in any Academic / Research / Corporate Institution / College library.
(g) **Desirable and Preferred:** Exposure to Library systems integrated into ERP System-Student Centred Learning Management System (Moodle), Repository management /service, digital library software applications, knowledge-based bibliographic search system, METADATA standards and implementation. Good knowledge in classification /cataloguing. Knowledge on library policies, procedure, methods, ethics and professional standards. Proficient in office management software with excellent computer skills in MS Office.
(i) **Job Description: Duties & Responsibilities including but not limited to the following:**
- To set up and manage the Institute's library and organize electronic resources and software.
- Assist the faculty members and students in securing books, articles and other teaching and research materials. Liaise with departmental academic staff, external organizations and book suppliers.
- To acquire, organize, manage and distribute library resources and ensure that library provision meets the needs of all its users.
- To select, develop, catalogue and classify library resources.
- Upkeep of library records and equipment.
- To carry out any other duties as assigned by the Director.

Sl. No. 3 : 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
(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.
- 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 Director/Registrar.

Sl. No. 4 : JR. TECHNICAL OFFICER - IT

(a) Department: IT/System
(b) Remuneration: Rs. 75,000 p.m. (Consolidated)
(c) No. of posts: 1 (One)
(d) Age: Preferably below 45 years
(e) Educational Qualifications: BCA / B.E. / B. Tech. in IT / Computer Sc. / MCA with 55% marks or equivalent from reputed institute /university.
(f) Work Experience (Post-qualification): Minimum relevant 7 years of post-qualification experience in maintaining and supporting large size network administration, user support, hardware, software, web portal, data base related to student's academic activities etc. in any academic / research / Corporate / IT & System Consulting firm. Knowledge of application servers, database servers, operating systems, information system – security, information system – audit, configuring of learning management system such as Moodle.
(g) Desirable and Preferred: Knowledge of implementing network policies, routers, Core and Distribution switches, Wi-Fi controllers, edge, switch configurations and maintenance, Network design and implementation and the WAN/VLAN as per the Institute's requirement. Experience in providing support and troubleshooting TCP/IP, hybrid networks and having sound knowledge and experience handling high-end servers network technologies and online conferencing tools.
(h) Job Description: Duties & Responsibilities including but not limited to the following:
- IT Infrastructure monitoring and IT facilities management, 24×7 service support, network administration and support.
- To take care of Core switch, Distribution and edge switches, Internet leased line, Wi-Fi devices and Network management.
- Troubleshooting network problems, designing and implementation of new network requirement.
- Implementation and operation of ERP (Oracle – Peoplesoft including HRMS, FSCM & others).
- Website management including updating, backup, maintenance, configuration and administration of various servers, computing cluster setup and maintenance.

- Managing email services, software subscription and license renewal, user management including bulk user creation, group management, policy implementation, monitoring firewalls, server services, security policies, tender creation, new requirements and solution implementation.

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 for applying 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 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. 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 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.

18. 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.
19. 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.
20. The selected candidates shall be initially posted at MDI Murshidabad Campus, West Bengal. However, the services are transferable within MDI Society.
21. 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:

1. Apply online at MDIM Web Portal: https://www.mdim.ac.in/current-opening. The last date for submission of online application is **15-May-2024**.
2. On successful submission of application, a printout of the submitted application along with self-attested copies of the testimonials should be sent by Regd. post/Speed Post to "Registrar, MDI Murshidabad, NH-34, Kulori, PO – Uttar Ramona, PS- Raghunathganj, Dist: Murshidabad, West Bengal Pin 742235 so as to reach latest by **21-May-2024**.
3. Only online application form will be accepted, applications received through email will not be accepted under any circumstances.
4. Candidates are advised to visit the Institute website (https://www.mdim.ac.in/current-opening) regularly for updates/ amendments/ corrigendum etc.
5. **For further details about the Institute please visit www.mdim.ac.in**

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