



MDI
GURGAON

Management
Development
Institute

Management Development Institute Gurgaon
Meharuli Road, Sukhrali, Gurugram – 122007

Advertisement No.: MDI/Admin/TRA_Recruitment/2021/01

Dated: 24th August 2021

RECRUITMENT OF TEACHING CUM RESEARCH ASSISTANTS (TRA)

Management Development Institute (MDI) Gurgaon, one of the top business schools in India, is an institution of excellence in management education, high quality research, executive development and value-added consulting. Its strong intellectual capital of nationally and internationally acclaimed fulltime faculty members is acknowledged to be among the best in India. MDI Gurgaon is the first B-school in India and the second in Asia to be accredited by AMBA, London. All long duration programmes at MDI are approved by the AICTE.

To support the Institute's faculty members in their varied academic activities and assisting in academic administration, the Institute is looking for dedicated and committed **Teaching cum Research Assistants (TRA)**.

Position: **TEACHING CUM RESEARCH ASSISTANTS (TRA)**

Educational Qualifications: All applicant should have in the relevant field from a recognized Institution:

- A minimum second class master's degree or
- A PhD degree

Compensation Package:

The TRA shall receive a monthly stipend of:

- Rs. 20,000/- if he/she has only a post-graduate degree (with minimum second class)
- Rs. 25,000/- if he/she has a PhD
- The TRA will not be entitled to any other payments/allowances

Job Description:

- One TRA will be assigned to a single Faculty Member at MDI Gurgaon.
- The TRA will assist the faculty members in liaising with administrative departments / Programme Offices.
- The TRA will assist the faculty members in evaluation work, examination/invigilation work, maintaining attendance, marking C.P. solving doubts of students and other teaching related work.

- The TRA will also assist the faculty members in research work being carried out by the faculty, in a manner desired by the faculty.
- Any other work assigned by the faculty that reduces the administrative burden on the faculty.

Terms of Engagement:

- The Engagement will be for a period of 10 months in a year and renewal of engagement will be carried out with the recommendation by the concerned faculty member.
- The Candidate will be entitled to only five days of leave with prior approval of the concerned faculty during the engagement.
- The engagement can be terminated with a month's notice on either side.

Other relevant conditions for prospective candidates:

1. Submission of applications fulfilling the above minimum qualifying requirements does not guarantee short-listing of a candidate.
2. The decision of the Institute regarding the selection or otherwise of a candidate will be final.
3. It would not be obligatory on the part of the Institute to call every candidate for the position. No representation in this regard will be entertained by the Institute from any candidate. The candidates must satisfy themselves of the eligibility conditions before applying.
4. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview and reasons for not being called for the interview.
5. All qualifications should be from UGC recognized universities / Deemed Universities / AICTE approved institutions / Institutions of National Importance.
6. Incomplete applications will be summarily rejected.
7. All rules of discipline, as applicable to MDI employees.
8. The Institute reserves the right not to fill up the advertised positions if the candidates are not found suitable for the positions.
9. 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.
10. 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.
11. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualification and experience higher than the minimum

prescribed in the advertisement.

12. In the case of exceptionally deserving candidate, the Institute reserves the right of granting relaxation in experience, age and educational qualification.
13. Any Amendment / Corrigendum in respect of above advertisement shall be issued on our website www.mdi.ac.in only and no separate notification shall be issued. Request to check/ visit regularly our website for any update or any other information.
14. The Director, MDI Gurgaon reserves the right to increase or decrease the number of posts or cancel the recruitment or re-advertise the posts, without assigning any reasons thereof, no further correspondence will be entertained in this regard.

How to Apply:

- Application Form should be downloaded from the Institute's website www.mdi.ac.in. Completely filled "**Application Form**" along with annexure/enclosures and "**Curriculum Vitae**" should be sent to the email id: tra_rect@mdi.ac.in
- In addition to the email, candidates are requested to send the hard copy of the same in a closed cover superscribing the name of the position through post only to "**The CAO, Management Development Institute Gurgaon, Mehrauli Road, Sukhrali, Gurugram 122007 (Haryana)**."
- Application should be submitted in the prescribed Application Format only. Candidate should enclose self-attested copy of the certificates in support of age, educational qualifications, experience etc. along with the original Application Form through email and in hard copy form. Application submitted other than prescribed format (Application Form) will not be considered and will be summarily rejected.
- The name of the "post applied for" should be clearly mentioned in BOLD LETTERS on the subject line of the email and on the top of the envelop.

For further details about the Institute, please visit www.mdi.ac.in
