IGDTUW-ANVESHAN FOUNDATION

A Section 8 Company Promoted by

Indira Gandhi Delhi Technical University for Women (IGDTUW), Delhi

(Estd. by Govt. of NCT of Delhi vide Act 9 of 2012)

Dated: 17/11/2026

EMPLOYMENT NOTICE

IGDTUW-Anveshan Foundation (A Section 8 Company under the Companies Act 2013), promoted by Indira Gandhi Delhi Technical University for Women (Established by Govt. of Delhi vide Act 9 of 2012) and recognized by Department of Science & Technology (DST) as TBI was incorporated on 13th October 2016 to create a culture of entrepreneurship and start-ups that can lead to value creation, jobs and employment and do social and economic good. IGDTUW Anveshan Foundation is a leading Incubation Center of NCT Delhi.

IGDTUW-Anveshan Foundation invites applications to fill up the following position, purely on contract as per the terms below.

1. Position: **Multi-Tasking Staff (MTS)** – 01 (One)

Terms and Conditions of Appointment:

- **Educational Qualification:** Minimum High School (10th Standard) pass with minimum 50 % aggregate.
- **Experience:** Minimum three years of work experience in an established and registered organisation.
- **Age:** Applicant should be below 50 years of age as on the closing date of application.
- **Nature of Engagement:** Contractual, initially for a period of one year, with a notice period of one month applicable to either party.
- **Extension of Contract:** The contractual engagement may be extended, based on the candidate's performance, up to a maximum total tenure of three years.
- **Salary:** As per the order of the Labour Department, GNCTD, vide F. No. (142)/02/MW/VII/Part File/211–241 dated 15th April 2025.
- **Leave Entitlement:** 08 Casual Leaves, 02 Restricted Holidays, and 10 Medical Leaves per year.

Application Process: Candidates who fulfill the eligibility criteria may send their CV in the prescribed format (as per **Annexure A**, attached) along with one photograph. Application should reach to the office of IGDTUW Anveshan Foundation within 21 days i.e., by 08th December (Tuesday) 2026, 05.00 PM.

Addressed to:

The Managing Director – IGDTUW Anveshan Foundation
Indira Gandhi Delhi Technical University for Women (IGDTUW)
Kashmere Gate, DELHI – 110006

And email the same at anveshan@igdtuw.ac.in by December 08, 2026 (Tuesday).

Only Shortlisted candidates will be called for Interview.

General Instructions for all Candidates:

i. The candidate must be a citizen of India.
ii. Prescribed Educational Qualifications are Minimum and mere possession of the same does not entitle candidates for call for interview/ selection.
iii. The IGDTUW- Anveshan Foundation reserves the right to fill or not to fill any or all the post advertised.
iv. Applicants already in employment in Government Department/ Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
v. Incomplete/unsigned application/application without photograph will be rejected.
vi. No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
vii. Selected candidates will be required to join on very short notice.

Annexure-A

IGDTUW-ANVESHAN FOUNDATION

A Section 8 Company, Promoted by

Indira Gandhi Delhi Technical University for Women, Delhi

(Estd. By Govt. of NCT of Delhi vide Act 9 of 2012)

APPLICATION FOR THE POST OF MULTI-TASKING STAFF (MTS)

Note: 1. Fill in all the information in block letters only.
2. Attach separate sheet in case of insufficient space in any column.
3. Attach self-attested copies of all the qualification & experience certificates.

1. Candidate's Name in full : .....
2. Date of Birth : .....
3. Age on 08/12/2026 : .....
4. Father's/ Husband's Name : .....

5. Permanent residential address with Pin Code

: .....
.....
.....
.....

6. Address for correspondence

: .....
.....
.....
.....

7. (a) Telephone No. (with STD Code) : .....

(b) Mobile No. : .....

(c) Email ID : .....

(d) Marital Status : .....

(e) Gender : .....

(f) Nationality : .....

(g) Category (General/ SC/ST/OBC etc) : .....

8. Educational Qualifications:

Examination	University/ Board	Year of Passing/ Award	Division	% age of marks/ grade	Subjects
Matric /SSC/ 10th Class					
10+2 or equivalent					
Any Other					

9. Experience (Please start with the latest):

Name of the Institution/ Organization	Post held	Pay scale	Period		Nature of work	Last basic Pay (in Rs.)	Reasons for Leaving (wherever applicable)
			From	To			

10. Certified that the information given by me in this application form is complete and correct to the best of my knowledge & belief and nothing has been concealed there from. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

I have read the instructions and guidelines issued for the candidates.

Date:

Place: **Signature of the candidate**