

# 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)

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**Dated: 20/09/2021**

## **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 13<sup>th</sup> October 2016 to create a culture of entrepreneurship, innovations and start-ups creation 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 positions, purely on contract basis initially for one year which may be extended further based on the performance:

1. Office Executive – 01 and
2. Multi Task Staff (MTS) – 01

### **Profile and Eligibility of Office Executive: - Educational/Professional Qualification and Experience:**

- Bachelor's degree preferably in computers/ commerce/ management with minimum 60% marks from a recognized University or equivalent with minimum 02 years of work experience in Industry/Incubation Centre/Not-for-Profit Organization.
- Prior experience of accounts keeping, records maintenance, financial responsibilities and computer system/ applications are highly desirable.
- Good communication skills, good team building skills, good listening skills are top pre-requisites.

### **Profile, Eligibility and Broad Job responsibility of MTS:- Educational/Professional Qualification and Experience:**

- i. High School/ Class 10<sup>th</sup> Standard or Equivalent from a recognized board.
- ii. Candidate should be hardworking and ready to take multi-tasking job.

**Salary and Perks:** Salary shall be commensurate with the experience and qualification of the candidate.

**Application Process:** Candidates who fulfill the eligibility criteria may send their CV in the prescribed format (Annexure A or B) along with one photograph and forwarding letter addressed to

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

Or, e-mail the same at [anveshan@igdtuw.ac.in](mailto:anveshan@igdtuw.ac.in) by October 29<sup>th</sup> 2021.

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. The IGDTUW- Anveshan Foundation reserves the right to fill or not to fill this post advertised.
- iii. Applicants already in employment in Government Department/ Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
- iv. Incomplete/unsigned application/application without photograph will be rejected.
- v. No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
- vi. Selected candidates will be required to join on very short notice.



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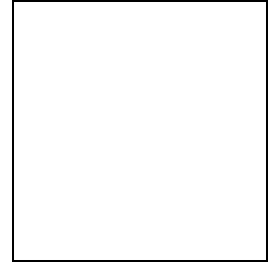
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## Application Form for the post of Office Executive

- 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	<input type="text"/>
2.	Date of Birth	<input type="text"/>
3.	Father's/ Mother's Name:	<input type="text"/>
4.	Permanent residential address:	<input type="text"/> <input type="text"/> <input type="text"/> PIN <input type="text"/>
5.	Address for correspondence:	<input type="text"/> <input type="text"/> <input type="text"/> PIN <input type="text"/>
6.	(a) Telephone No. (with STD Code) :	<input type="text"/> <input type="text"/>
	(b) Mobile No. :	<input type="text"/>
	(c) Fax No. (with STD code) :	<input type="text"/> <input type="text"/>
7.	E-mail address :	<input type="text"/>
8.	Marital status:	<input type="text"/> 10. Sex: <input type="text"/>
9.	Nationality :	<input type="text"/>
10.	Category (General/ SC/ST/OBC etc.)	<input type="text"/>
11.	Designation & complete postal Address of current employer	<input type="text"/> <input type="text"/> <input type="text"/> PIN <input type="text"/>

12. Educational Qualifications:

Examination	University/ Board	Year of Passing/ Award	Division	% age of marks / Grade	Subjects
Matric /SSC/ 10 <sup>th</sup> Class					
10+2 or equivalent					
*Graduation or equivalent.....					
* Post Graduation or equivalent.....					

\* Indicate Degree Awarded

13. Experience (Please start with the latest):

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

Contd.... 3

14. Period required for joining, if selected: \_\_\_\_\_
15. A write-up about vision (300 words) and key initiative to be taken for making Anveshan Foundation successful. (Please attach separate sheet)
16. Any other relevant information you wish to give in support of your candidature. (Please attach separate sheet)
17. 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**



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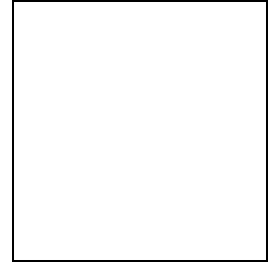
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## Application Form for the post of Multi Tasking Staff (MTS)

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



1.	Candidate's Name in full	<input type="text"/>
2.	Date of Birth	<input type="text"/>
3.	Father's/ Husband's Name:	<input type="text"/>
4.	Permanent residential address:	<input type="text"/> <input type="text"/> <input type="text"/> PIN <input type="text"/>
5.	Address for correspondence:	<input type="text"/> <input type="text"/> <input type="text"/> PIN <input type="text"/>
6.	(a) Telephone No. (with STD Code) :	<input type="text"/> <input type="text"/>
	a. Mobile No. :	<input type="text"/>
	b. Fax No. (with STD code) :	<input type="text"/> <input type="text"/>
7.	E-mail address :	<input type="text"/>
8.	Marital status:	<input type="text"/> 10. Sex: <input type="text"/>
9.	Nationality :	<input type="text"/>
10.	Category (General/ SC/ST/OBC etc.)	<input type="text"/>
11.	Designation & complete postal Address of current employer	<input type="text"/> <input type="text"/> <input type="text"/> PIN <input type="text"/>

12. Educational Qualifications:

Examination	University/ Board	Year of Passing/ Award	Division	% age of marks / Grade	Subjects
Matric /SSC/ 10 <sup>th</sup> Class					
10+2 or equivalent					
Graduation or Equivalent (if any).					

13. 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			

14. 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**