



**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**

**KASHMERE GATE, DELHI – 110006**

**Phone: 011 – 41063136 / 011 – 41063126**

**[www.igdtuw.ac.in](http://www.igdtuw.ac.in)**

**NOTICE No. 03/2026**

**SUB: NOTICE FOR THE POST OF STUDIO MANAGER ON VISITING BASIS IN IGDTUW**

**INTRODUCTION**

Indira Gandhi Delhi Technical University for Women (IGDTUW) has been upgraded from Indira Gandhi Institute of Technology in May 2013 vide Delhi State Legislature Act 9, 2012, as a non-affiliating Teaching and Research University at Delhi and became the first women's Technical University in India established by Govt. of Delhi to facilitate and promote Studies, Research, Technology, Innovation, Incubation and extension work in emerging areas of Professional Education among women, with focus on Engineering, Technology, Applied Sciences, Management and its allied areas with the objective to achieve excellence in these and related fields.

IGDTUW fosters an environment for excellence in Professional Education and ensures active participation of women in the field of Engineering, Science and Architecture while striking out a work-life balance. Our University is committed to make the student's educational experience multifaceted and holistic. IGDTUW's vision to make India a knowledge society by empowering women has been nationally recognized and well acclaimed. With a very humble beginning, IGDTUW over the past years has tried to build upon three fronts:

- I. Diversify its academics and expand its student facilities and disciplinary infrastructure.
- II. Build its profile both in the Indian public sphere and abroad.
- III. IGDTUW has worked hard to build a strong academic curriculum with a rich diversity of courses and is working towards new academic initiatives. Academic innovations have always been top most priorities of the University.

Applications (on visiting basis) are invited from professionally qualified and interested citizens of India for engagement / empanelment on visiting basis in Indira Gandhi Delhi Technical University for Women on the following position:

| <b>S. No.</b> | <b>Specialization</b> | <b>Requirement</b> |
|---------------|-----------------------|--------------------|
| 1.            | Studio Manager        | 01                 |

## **OBJECTIVES & SCOPE OF WORK**

Studio Manager will be engaged on visiting basis or as per the need and they are expected to provide services to the University as per the scope of work mentioned below. Studio Manager may also be empanelled to obtain their services from time to time as and when the need arises.

In case of emergency, Studio manager may be contacted beyond the scheduled hours, even in late night hours (if required) and they are expected to render all possible support to the concerned department.

**Following will be the probable job specifications of the Studio Manager:**

| <b>Expected Specialization Domain</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>1. Drafting and posting Content on all social media platforms</li><li>2. Monitoring content and topical issues on social media handles</li><li>3. Compiling Social and Digital media reports</li><li>4. Live streaming on Twitter/FB</li><li>5. Covering University Events and Visits of Delegates/Dignitaries</li><li>6. Recording MOOC/NPTEL/SWAYAM Coursework</li><li>7. Handling Reprography Studio Activities</li><li>8. The Studio manager is expected to be available in the Institute on 4 to 5 days in a week subject to a maximum ceiling of 20 visits in a month.</li><li>9. In case of an emergency, she /he may be contacted by any of the officials of the University member at any time and she / he is expected to provide assistance for efficient discharge of the emergent work.</li></ol> |

**REQUISITE QUALIFICATION AND EXPERIENCE IS GIVEN IN THE TABLE BELOW**

| <b>Minimum Qualification</b>                          | <b>Desirable Skill Set</b>                                                                                                                                                                                                                                                    | <b>Experience</b>                                                                                                 |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Diploma/Bachelors in Mass Communication or Journalism | <ol style="list-style-type: none"><li>1. Proficiency in drafting Hindi and English social media posts</li><li>2. Experience in digital analytics and implementing successful social media campaigns</li><li>3. Proficiency in office and Google docs Editors suites</li></ol> | Minimum experience of Seven years in social media for a reputed organization/Higher Educational Institution (HEI) |

## **SUBMISSION OF APPLICATIONS**

Interested professionals fulfilling the eligibility criteria may submit their application in the prescribed proforma (**Annexure -1**) to “**The Registrar, Indira Gandhi Delhi Technical University for Women, Kashmere Gate, Delhi – 110006**”. Self-attested photo copies of all the documents in support of the educational qualification and experience are required to be attached with the application. The last date for receiving applications is seven (7) days from the date of publishing this Notice on University Website i.e. 17.09.2026. Walk-in interaction for the applicants shall be held on 21.09.2026.

## **VISITING REMUNERATION/ HONORARIUM CHARGES**

The Studio Manager shall be paid a consolidated (all inclusive) remuneration of Rs.3000/- per visit subject to a maximum of twenty (20) visits in a month.

## **FACILITIES PROVIDED BY UNIVERSITY**

A dedicated seating space along with basic infrastructure will be provided to Studio Manager.

## **EVALUATION OF APPLICATIONS RECEIVED**

Applications received by the University as per requirement shall be considered and evaluated by a duly constituted committee. Evaluation / Scrutiny of applications, if required, shall be based on information contained in this Notice, the documents annexed thereto and clarifications provided, if any. If required, eligible professionals may be called for a discussion with the duly constituted committee or Competent Authority of the University in order to assess the suitability of the persons.

## **GENERAL TERMS**

- a. It is expressly made clear that mere submission of application by a person, whether eligible or ineligible, shall not confer any right on him/her, whatsoever.
- b. Application submitted by a person, who fails to satisfy the minimum qualification, shall not be considered and would stand summarily rejected.
- c. University reserves the right to terminate the process or reject any or all applications proposals at any time or stage without assigning any reason thereof.
- d. University shall in no circumstance whatsoever, be responsible or liable in any manner whatsoever, for any costs or expenses incurred or any loss suffered by the applicant, in connection with or in consequence of the preparation or delivery of any application, or compliance with any of the requirements of the Rolling Notice or invitation for discussion or in any other manner.
- e. Any suppression or misrepresentation of material fact(s) shall result in disqualification of the application for the post applied.

- f.** Canvassing in any form shall render the application liable to be rejected.
- g.** The persons submitting application shall be deemed to have read and duly considered all terms and conditions of this Rolling Notice and must acknowledge that it intends to receive application in accordance with the provisions of this Rolling Notice having accepted the terms and conditions as have been incorporated herein and/or that may be incorporated by the University through any Addendum (s).
- h.** The decision of the University shall be final while finalizing applications for the Studio Manager on visiting basis.
- j.** All the legal disputes will be subjected to the jurisdiction of Delhi.

- s/d -  
**[REGISTRAR]**  
**IGDTUW, DELHI**



**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**  
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**ANNEXURE - I**

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**PROFORMA TO BE FILLED BY ELIGIBLE PROFESSIONALS RESIDING IN DELHI/NCR FOR ENGAGEMENT / EMPANELMENT ON VISITING BASIS WITH INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN AS STUDIO MANAGER**

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(You are requested to complete all the columns of this proforma to help in maintaining proper records)

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To

**The Registrar**

Indira Gandhi Delhi Technical University for Women

Kashmere Gate, Delhi – 110006.

1. **Name of the applicant:** .....(In Capital Letters)
2. **Mobile Number:** .....
3. **Email address:** .....
4. **Age:**.....
5. **Gender:**.....
6. **PAN Number:** .....
7. **Address (Residence):**.....  
.....  
.....
8. **Details of Educational Qualifications: (please enclose self attested copies:**.....  
.....  
.....
9. **Year of Graduation:**..... **Post-Graduation (Kindly Specify) :**.....
10. **Specialization, if any (Kindly Specify) :**.....
11. **Total Experience: Government/Semi Government/Private / Higher Education**

**Institution (duration in years):.....**

- 12. Whether engaged / empanelled with any Govt. Organization / Private Institution / Higher Education Institution? Yes/No .....**

If yes, attach the list:

- 13. If engaged / empanelled with any Govt. organization / Private institution / Higher Education Institution, mention the name of the Organization & date of the engagement / empanelment: .....**  
**(Use separate sheet if space is not sufficient)**

- 14. Have you ever been convicted: Yes/No**

Signature of the Applicant

Place.....

Date.....