



Indian Council for Technical Research and Development

Secretariat Office- 72, Shahkar Layout, near Adarsh Nagar, Trimurti Nagar, Nagpur. 440022.

Email- ictrd@egov.ind.in Website- www.ictrd.org

Notification

It is hereby notified that, as per the proposal and the decision of the Management, ICTRD is inviting applications for the positions of **Administrative Coordinator** and **Telecaller** to be filled at its Secretariat Office in Nagpur on a contractual basis.

The total vacancies are as follows:

Administrative Coordinator – 01

Telecaller – 02

Detailed information, including qualifications, remuneration, and service conditions, is available on the official website at www.ictrd.org.

The notification and job application have been officially published on 25-02-2025 and are available at <https://ictrd.org/career> for submission.

The last date for submission of applications is **15-03-2025**.

This notification is issued with immediate effect for recruitment and application submission.

Nagpur
Dt: 25-02-2025



Urja Kurve
Administrative Officer



Indian Council for Technical Research & Development
भारतीय तकनीकी अनुसंधान एवं विकास परीषद, नागपूर

72, Shahakar Co. Society, Trimurti Nagar, Bhamti, Nagpur - 440022
Website- www.ictrd.org Email- ictrd@egov.ind.in Phone: 0712-2244884

RECRUITMENT FOR 2024-25/03

Posts	No. of Posts	Qualification & Experience
1.ADMINISTRATIVE COORDINATOR	01	Any graduate with 2+ years of relevant experience or an MBA
2.TELECALLER	02	Any Graduate or Undergraduate or Diploma holder

- Detailed information, including qualifications, remuneration, and service conditions, is available on the website: www.ictrd.org.
- Candidates should submit duly filled forms online.
- The selection process will involve shortlisting and direct interviews after application scrutiny.
- The Shortlisting Committee will establish the criteria for shortlisting candidates. Shortlisted candidates will be contacted by the recruiting team for interviews.
- The deadline for form submission is **15/03/2025**.

Place: Nagpur

Date: 25/02/2025

Ref: 24/25/03/24-03

Administrative Officer

Indian Council for Technical Research and Development

For further details, visit our official website www.ictrd.org



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RECRUITMENT NOTICE FOR 2024-25/03

Indian Council for Technical Research & Development (ICTRD) is inviting applications for several positions to be filled at the Secretariat office located in Nagpur. Interested applicants are requested to apply with their resume at the official website of ICTRD (www.ictrd.org) until the **15th of March 2025**. The selection procedure will involve scrutiny of applications followed by direct interview rounds. Selected candidates will receive a call from our recruiting team for further proceedings. The positions, along with the number of vacancies and required experience, are as follows. Apply now at www.ictrd.org and be part of our team.

Posts	No. of Posts
1. Administrative Coordinator	01
2. Telecaller	02

Details of the positions mentioned above:

1. Administrative Coordinator

Job Type: Contractual Basis

Salary: Rs 15,000-Rs 20,000 per month consolidated + Allowances (if any)

Qualification: Any graduate with 2 years of experience or MBA; proficiency in English and Hindi.

Experience: Minimum 2 years of relevant experience; MBA

Working Days: Monday to Saturday (10:00 AM to 7:00 PM), with 2nd and 4th Saturdays designated as holidays

Location: Nagpur

No. of vacancies: 01

Last Date to apply: 15/03/2025

How to apply: If the above-mentioned JD interests you, please apply at www.ictrd.org.

Responsibilities:

- Oversee daily administrative operations and ensure smooth workflow.
- Coordinate between departments to facilitate communication and task execution.
- Maintain and organize records, reports, and essential documents.
- Assist in scheduling meetings, appointments, and office activities.
- Handle correspondence via emails, calls, and official communication channels.
- Support management in implementing policies and office procedures.
- Assist in preparing reports, presentations, and documentation.
- Ensure compliance with company policies and administrative regulations.
- Provide assistance to staff and management in administrative functions.

- Address and resolve general office queries efficiently.

Requirements:

- Proficiency in **English and Hindi (spoken & written)** is required.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office and other administrative tools.
- Ability to handle confidential information with discretion.
- Problem-solving and decision-making skills.
- Strong attention to detail and accuracy in administrative tasks.

2. Telecaller

Job Type: Contractual Basis

Salary: Rs 10,000-Rs 15,000 per month consolidated + Allowances (if any)

Qualification: Any Graduate or Undergraduate or Diploma holder

Experience: Any Graduate, Undergraduate, or Diploma holder. Preference will be given to candidates with prior telecalling experience.

Working Days: Monday to Saturday (10:00 AM to 7:00 PM), with 2nd and 4th Saturdays designated as holidays

Location: Nagpur

No. of vacancies: 02

Last Date to apply: 15/03/2025

How to apply: If the above-mentioned JD interests you, please apply at www.ictrd.org.

Responsibilities:

- Make outbound and receive inbound calls to customers or clients.
- Provide information about products/services and address inquiries.
- Maintain customer records and update databases.
- Follow communication scripts and handle objections effectively.
- Achieve daily/weekly call targets and contribute to sales or support goals.
- Maintain professionalism and ensure excellent customer service.
- Coordinate with the team for smooth workflow and issue resolution.

Requirements:

- Proficiency in **English and Hindi (spoken & written)**.
- Strong communication and interpersonal skills.
- Ability to handle customer queries and provide clear information.
- Basic computer knowledge for data entry and record maintenance.
- Ability to achieve call targets and ensure customer satisfaction.
- Problem-solving and persuasion skills.
- Professional and team-oriented attitude.
- Quick decision-making and solution-focused mindset.
- Strong execution skills to meet targets efficiently.