



Indian Council for Technical Research and Development

भारतीय तकनीकी अनुसंधान एवं विकास परीषद, नागपूर

72, Shahakar Co. Society, Trimurti Nagar, Bhamti, Nagpur - 440022

Contact: 0712-2244884 Email: ictrd@egov.ind.in

RECRUITMENT FOR 2024-25/02

Posts	No. of Posts	Experience (in years)
1. PHP DEVELOPER	2	1-2
2. HOUSE KEEPING AGENT	1	0-1

- 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 **20/11/2024**.

Place: Nagpur

Date: 25/10/2024

Ref: 24/25/10/24-02

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 2024-25/02

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 31st of May 2024. 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	Experience (in years)
1. PHP Developer	02	1-2
2. House Keeping Agent	01	0-1

Details of the positions mentioned above:

1. PHP Developer

Job Type: Contractual Basis

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

Qualification: Any graduate with a degree in a relevant field from a renowned institution. programming certifications

Experience: 1-2 years

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: 20/11/2024

Responsibilities:

- Collaborate with team members to understand client requirements.
- Coordinate with the design team for mockups and wireframes.
- Write clean and well-structured code.
- Produce detailed technical product descriptions.
- Troubleshoot, test, and maintain core product software along with databases to ensure strong functionality and optimization.
- Contribute to all software development phases.
- Follow industry best practices for writing clean code.

Requirement:

- Knowledge in Core PHP.
- Knowledge of PHP frameworks - CodeIgniter and Laravel would be an advantage.
- Strong experience with a variety of software development methodologies, OOPs, PHP frameworks, and tools.
- Experience with analytical, problem-solving, debugging, and estimation skills.
- At least 1+ years of experience in PHP, MySQL, and object-oriented programming, HTML, CSS, JavaScript, and AJAX development.
- Knowledge of WAMP Server or XAMPP Server.
- Must be willing to work in a fast-paced environment with evolving requirements.

2. House Keeping Agent

Job Type: Contractual Basis

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

Qualification: 10th passed

Experience: 0-1 year

Working Days: Monday to Saturday (10:00 AM to 7:00 PM) **Location:** Nagpur

No. of vacancies: 01

Last Date to apply: 20/11/2024

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

Responsibilities:

- Make sure rooms, common areas (like hallways, lounges), and washrooms (toilets) are cleaned and meet high hygiene standards.
- Ensure all areas, including restrooms, are cleaned and sanitized regularly to maintain hygiene standards, keeping spaces free from dust, debris, and waste at all times.
- Empty trash bins, collect recyclable materials, and ensure proper disposal of waste daily.
- Keep track of cleaning supplies like floor cleaner, bleach, gloves, and other needed items. Restock when supplies are low or report if something is running out.
- Quickly and politely handle any special cleaning requests or concerns from staff or supervisors.
- Participate in occasional deep-cleaning projects or seasonal cleaning tasks as required.
- Help arrange tables, chairs, and other items as needed for office events, and assist with breakdown after events.
- Maintain a log of daily cleaning activities and report on any supplies used or maintenance issues observed.
- Follow all health and safety guidelines for handling cleaning products and equipment.
- Conduct daily checks of all assigned areas to ensure cleanliness standards are consistently met.

Requirements:

- Planning and organizing skills.
- Good oral communication.
- Excellent standards of cleanliness.
- Ability to manage time efficiently and handle requests professionally.
- Basic record-keeping skills to track cleaning activities and supplies.
- Willingness to work additional hours when needed.