



# Indian Council for Technical Research & Development

भारतीय तकनीकी अनुसंधान एवं विकास परिषद, नागपूर

Plot No. 72, Shahakar Layout, Trimurti Nagar, Bhamti, Nagpur - 440022

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

## RECRUITMENT NOTICE FOR 2024/01

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](http://www.ictrd.org)) until the 31st of May 2024.

Posts	No. of Posts	Experience (in years)
1. Coordinator- Exams & Certification Department	01	03
2. Accounts Officer	01	01
3. PHP Developer	03	1-2
4. Video Editor	01	01
5. Digital Marketing Expert Cum SEO Specialist	02	01
6. House Keeping Agent	01	0-1

- Detailed information, including qualifications, remuneration, and service conditions, is available on the website [www.ictrd.org](http://www.ictrd.org).
- Candidates should submit duly filled forms online.
- Selection 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 31/05/2024.

Place: Nagpur

Date: 08-05-2024

Ref: 24/05/08/24-01

Administrative Officer

Indian Council for Technical Research and Development



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Posts	No. of Posts	Experience (in years)
1. Coordinator-Exams & Certification Department	01	03
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Details of the positions mentioned above:

### 1. Coordinator-Exams & Certification Department

**Job Type:** Contractual Basis

**Salary:** Rs 20,000-Rs 30,000 per month consolidated + Allowances (if any)

**Qualification:** Any postgraduate with a degree in a relevant field from a renowned institution

**Experience:** 3 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:** 01

**Last Date to apply:** 31/05/2024

#### **Responsibilities:**

- Preparing examination programs for our online/offline certificate examinations.
- Planning for the exam, including capacity, slots, etc.
- Advertising courses to generate maximum student enrollment.
- Managing tie-ups with educational institutions.
- Creating franchises and setting up exam centers.
- Coordinating and monitoring exam-related issues.
- Preparing reports and analyzing data to show trends as required.
- Creating exam question banks
- Addressing students' issues.

- Ensuring proper conduction of examinations.
- Overseeing the entry, checking, and release of examination marks.
- Training juniors.
- Collaborating with vendors and third-party training providers to arrange student registration.

**Requirements:**

- Proficiency in English and Hindi.
- Strong interpersonal skills.
- Ability to handle multiple projects and processes simultaneously.
- Strong attention to detail.
- Excellent verbal, written, and interpersonal communication skills.
- Student-oriented attitude.
- Integrity, professionalism, strong work ethic, and organizational skills.
- Ability to work at a fast pace with minimal supervision.
- Thorough understanding of training processes.
- Ability to moderate large groups.

**2. Accounts Officer**

**Job Type:** Contractual Basis

**Salary:** Rs 13,000-Rs 17,000 per month consolidated + Allowances (if any)

**Qualification:** Any graduate with a degree in a relevant field from a renowned institution

**Experience:** 1 year

**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:** 31/05/2024

**Responsibilities:**

- Creating and maintaining accurate financial reports.
- Handling accounts payable and receivable.
- Maintaining records of business costs, such as labor and material.
- Checking invoices for inaccuracies.
- Reconciling accounts with the general ledger.
- Handling general account queries.
- Contacting clients about invoices that are past due.
- Ensuring tax compliance.

**Requirements:**

- Familiarity with productivity tools, including Microsoft Office Suite.
- Experience using accounting software, such as Tally, QuickBooks, and Quicken.
- Strong organizational skills.
- Prior experience working with financial accounts.
- Strong math and critical reasoning skills.
- Proficiency in Excel and QuickBooks.
- Excellent analytical skills with an eye for detail.

### 3. 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:** 03

**Last Date to apply:** 31/05/2024

#### 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.

### 4. Video Editor

**Job Type:** Contractual Basis

**Salary:** Rs 12,000-Rs 20,000 per month consolidated + Allowances (if any)

**Qualification:** Any graduate with a degree in a relevant field from a renowned institution

**Experience:** 1 year of experience in video editing

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

**Location:** Nagpur

**No. of vacancies:** 01

**Last Date to apply:** 31/05/2024

**How to apply:** If the above-mentioned JD interests you, please apply at [www.ictrd.org](http://www.ictrd.org).

**Responsibilities:**

- Editing audio and video using appropriate tools.
- Organizing video and sound files into a final product.
- Ensuring the desired feel and look for the video to be created.
- Operating computer editing systems and equipment used for video media and effects.
- Ensuring correct formatting and presentation for finalized videos according to specifications.

**Requirements:**

- Proficiency in Premiere Pro or Sony Vegas, along with Filmora-like easy effect software
- Ability to create and edit videos for various digital campaigns, including YouTube videos, tutorials, and reels
- Knowledge of shooting hardware will be considered an additional qualification
- Proficient communicator and writer, with a strong command of English
- Creativity and up-to-date knowledge of social media trends
- Strong organizational skills and ability to consistently meet deadlines
- Capacity to work in a fast-paced environment on multiple projects simultaneously
- Understanding of various editing formats and codecs
- Proficiency in essential tools and software: Premiere Pro, After Effects, Photoshop
- Utilization of different video editing software to create videos from scratch
- Preparation of rough and final cuts

**5. Digital Marketing Expert Cum SEO Specialist**

**Job Type:** Contractual Basis

**Salary:** Rs 12,000-Rs 20,000 per month consolidated + Allowances (if any)

**Qualification:** Any graduate with a degree in a relevant field from a renowned institution

**Experience:** 1 year

**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:** 31/05/2024

**How to apply:** If the above-mentioned JD interests you, please apply at [www.ictrd.org](http://www.ictrd.org).

**Responsibilities:**

- Execute paid campaigns on Facebook, Instagram, and Google using conversion ad tools.
- Manage and improve organic search engine performance and establish goals based on click-through rates, traffic, and conversions.
- Monitor daily performance metrics to evaluate SEO strategy effectiveness.
- Implement strategies to enhance online presence and oversee periodic reporting.
- Update content and website links for optimal optimization and search engine rankings.

**Requirements:**

- Should have experience in paid campaigns on Facebook, Instagram, and Google with conversion ad tools.
- Solid knowledge of social media paid ads.
- Solid knowledge and experience in on-page and off-page optimization for websites and blogs.

- Creative and up-to-date on social media trends.
- Strong understanding of website structure.
- Proficient knowledge and experience in handling Google Ads and Analytics.
- Reliable experience in using various SEO tools.
- Data-driven and analytical.
- Good communication skills.

## **6. 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:** 31/05/2024

**How to apply:** If the above-mentioned JD interests you, please apply at [www.ictrd.org](http://www.ictrd.org).

### **Responsibilities:**

- Perform cleaning and maintenance tasks to ensure all areas are clean and well-maintained.
- Clean rooms and common areas, including stairways, lounge areas, and toilets, to maintain high standards of hygiene.
- Follow the established cleanliness, tidiness, and hygiene standards to ensure consistent and high-quality service.
- Respond to complaints and special requests promptly and professionally.
- Monitor and replenish cleaning product stock, including floor cleaner, bleach, and rubber gloves, to ensure supplies are always available.
- Participate in large cleaning projects as required, contributing to the overall upkeep of the facility.
- Assist with the setup and breakdown of event spaces, including arranging tables, chairs, and decorations.
- Keep accurate records of cleaning activities and inventory usage.
- Conduct regular inspections of assigned areas to ensure the highest standards of cleanliness are met.

### **Requirements:**

- Planning and organizing skills.
- Good oral and written communication.
- Commitment to delivering a high level of customer service.
- Excellent standards of cleanliness.