



Indian Council for Technical Research & Development

भारतीय तकनीकी अनुसंधान एवं विकास परीषद, नागपूर

Secretariat- Plot No. 72, Shahakar Co. Society, Trimurti Nagar, Bhamti, Nagpur - 440022

Website- www.ictrd.org Email- ictrd@egov.ind.in Phone: 0712-2244884 Toll Free: 1800 267 6070

Notification

It is hereby notified that, as per the proposal and decision of the ICTRD Board, applications are invited for the following contractual positions at the ICTRD Secretariat Office, Nagpur

1. **Trainer/Instructor** - AI, Machine Learning, python – **01 Post**
2. **Trainer/Instructor** - Cyber Security & Information Technology – **01 Post**
3. **HR Executive & Admin Executive (AO2)** – **01 Post**
4. **PHP Developer** – CodeIgniter/ Core PHP/ HTML CSS ajax jQuery - **01 Post**
5. **Driver** – For Officer's Official Vehicle (Innova Crysta) - **01 Post**

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 15-05-2026 and are available <https://ictrd.org/career> for submission. The last date for submission of applications is 31-05-2026. This notification is issued with immediate effect for recruitment and application submission.

Date:15-05-2026

Bhushan V Thakre
(Administrative Officer)



Indian Council for Technical Research & Development

भारतीय तकनीकी अनुसंधान एवं विकास परिषद, नागपूर

ICTRD Secretariat Building, Plot No. 72, Shahakar Layout, Trimurti
Nagar, Bhandi, Nagpur - 440022

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RECRUITMENT NOTICE 2026-27/03

Posts	No. of Posts	Qualification & Experience
1. Trainer/Instructor - Artificial Intelligence (AI) Machine Learning, Python, Data Science	01	(Minimum 1 year for most of the positions) Detailed Qualification and Requirements are available on official website- ictrd.org
2. Trainer/Instructor - Cyber Security & Information Technology	01	
3. HR & Admin Executive (AO2)	01	
4. PHP Developer - Codeigniter / Core PHP, HTML CSS ajax jquery	01	
5. Driver- for Officer's official Vehical (Innova Crysta)	01	



- Detailed information regarding qualifications, remuneration, roles, and service conditions, along with the application process, is available on our official website: www.ictrd.org
- **How to Apply:** Apply Online at www.ictrd.org/career or Drop your resume during official working days at ICTRD Secretariat Building, Trimurti Nagar, Nagpur - 440022.
- The selection process will include application screening, shortlisting, and direct interviews.
- Shortlisted candidates will be contacted by the recruitment team for further interview procedures.
- The Shortlisting Committee will determine the criteria for candidate shortlisting based on applications received.

Place: Nagpur
Date: 15/05/2026
Ref: 26/27/15/05

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 2026-27/03

Details of the positions mentioned above

1 Trainer/Instructor - AI, Machine Learning, python

Job Type: Contractual Basis

Salary: Rs 17,000-Rs 25,000 per month consolidated + Allowances (if any)

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

Experience: Minimum 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: 31/05/2026

Responsibilities:

- Deliver classroom and practical training sessions in AI, Machine Learning, and Python Programming as per the prescribed curriculum.
- Develop lesson plans, assignments, case studies, and real-time project work to enhance practical learning outcomes.
- Guide and mentor students in project development, coding practices, and problem-solving techniques.
- Conduct assessments, examinations, and performance evaluations, and provide constructive feedback.
- Stay updated with the latest trends and tools in AI & ML and integrate industry-relevant practices into training sessions.
- Maintain student attendance records, progress reports, and coordinate with the academic team for smooth course delivery.

Requirement:

- Bachelor's degree in Computer Science, Information Technology or a related field from a recognized institution.
- 1–3 years of teaching, training, or industry experience in AI, Machine Learning, and Python development.
- Strong hands-on knowledge of Python libraries such as NumPy, Pandas, Scikit-learn, TensorFlow, or similar frameworks.
- Ability to explain technical concepts clearly to beginners and intermediate learners.
- Good communication, presentation, and mentoring skills.

Note: Proficiency in any related technology other than the required one will be given preference.

2. Trainer/Instructor - Cyber Security & Information Technology

Job Type: Contractual Basis

Salary: Rs 17,000-Rs 25,000 per month consolidated + Allowances (if any)

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

Experience: Minimum 1 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: 31/05/2026

Responsibilities:

- Deliver classroom and hands-on training sessions in Cyber Security and Information Security as per the approved curriculum.
- Conduct practical labs on ethical hacking, network security, vulnerability assessment, penetration testing, and security tools.
- Develop lesson plans, case studies, assignments, and real-time security scenarios for experiential learning.
- Guide students in security projects, simulations, and preparation for relevant industry certifications.
- Conduct assessments, mock tests, and performance evaluations while maintaining student progress records.
- Stay updated with the latest cyber threats, security frameworks, and compliance standards to ensure industry-relevant training delivery.

Requirement:

- Bachelor's degree in Computer Science, IT, or a related field from a recognized institution.
- 1–3 years of experience in Cyber Security, Information Security, or related teaching/training experience.
- Strong knowledge of network security, firewalls, encryption, risk management, security protocols, and ethical hacking concepts.
- Relevant programming certifications or cybersecurity certifications (such as CEH, CompTIA Security+, CISSP, ICTRD Certified Cyber Security Professional Program preferred).
- Proficiency in security tools and basic scripting/programming knowledge (e.g., Python, Linux commands).
- Good communication, presentation, and mentoring skills

Note: Proficiency in any related technology other than the required one will be given preference.

3. HR Executive & Admin Executive (AO2)

Job Type: Contractual Basis

Salary: Rs 10,000-Rs 12,000 per month consolidated + Allowances (if any)

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

Experience: Minimum 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: 31/05/2026

Responsibilities:

- Manage day-to-day HR and administrative operations of the organization.
- Handle employee records, attendance, leave management, and staff documentation.
- Coordinate recruitment activities including job postings, interviews, onboarding, and employee induction.
- Maintain office administration, official correspondence, filing systems, and documentation.
- Prepare reports, letters, notices, meeting schedules, and official records as required.
- Assist in organizing meetings, training programs, events, and official activities.
- Maintain confidentiality of organizational records and employee information.
- Perform any other duties assigned by the management from time to time.

Requirement:

- Bachelor's Degree in Human Resource Management, Business Administration, Management, Commerce, or any relevant discipline.
- Minimum 1 years of experience in HR, administration, or office management preferred.
- Good communication and interpersonal skills in English, Hindi, and Marathi.
- Knowledge of MS Office, email communication, documentation, and office management systems.
- Ability to handle multitasking, coordination, and administrative responsibilities efficiently.
- Strong organizational, reporting, and record-keeping skills.
- Professional behavior, discipline, and ability to work in a team environment.

4. PHP Developer – CodeIgniter/ Core PHP/ HTML CSS ajax jQuery

Job Type: Contractual Basis

Salary: Rs 12,000-Rs 15,000 per month consolidated + Allowances (if any)

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

Experience: Minimum 1 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: 31/05/2026

Responsibilities:

- Develop, maintain, and enhance web applications, portals, and management systems using PHP technologies.
- Design and develop dynamic websites and web modules using CodeIgniter and Core PHP frameworks.
- Create responsive user interfaces using HTML, CSS, JavaScript, AJAX, and jQuery.
- Integrate databases, APIs, payment gateways, and third-party services as required.
- Troubleshoot, debug, and optimize existing applications for performance and security.
- Write clean, scalable, and well-documented code following coding standards and best practices.
- Coordinate with the design, technical, and management teams for project execution and deployment.
- Perform testing, maintenance, updates, and version control of web applications.
- Ensure application security, data protection, and system reliability.
- Manage server-side logic, database connectivity, and backend functionality.



- Assist in development of ERP systems, portals, microsites, dashboards, and digital platforms of the organization.
- Perform any additional technical tasks assigned by the management from time to time.

Requirements:

- Bachelor's Degree/Diploma in Computer Science, Information Technology, Software Engineering, or related field.
- Minimum 1 years of experience in PHP web development preferred.
- Strong knowledge of Core PHP and CodeIgniter framework.
- Proficiency in HTML, CSS, JavaScript, AJAX, jQuery, and Bootstrap.
- Good understanding of MySQL database design, queries, and optimization.
- Experience in API integration, web hosting, and deployment processes.
- Knowledge of Git/version control systems will be an added advantage.
- Understanding of web security practices and performance optimization.
- Ability to work independently as well as in a team environment.
- Strong problem-solving, debugging, and analytical skills.
- Preference may be given to candidates having experience in ERP, LMS, CMS, or educational management portals.

5. Driver - For Officer's Official Vehicle

Job Type: Contractual Basis

Salary: Rs 12,000-Rs 17,000 per month consolidated + Allowances (if any)

Qualification: Minimum qualification: 10th Pass or equivalent.

Experience: Minimum 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: 31/05/2026

Responsibilities:

- Safely drive and operate organization vehicles for official duties, meetings, field visits, and other assigned work.
- Ensure timely pickup and drop of officials, staff members, and guests as instructed by the management.
- Maintain cleanliness, safety, and proper condition of the assigned vehicle.
- Regularly check fuel, engine oil, brakes, tires, battery, and other vehicle systems.
- Maintain vehicle log books, travel records, fuel records, and maintenance details.
- Ensure timely servicing, repairs, insurance renewal, PUC, and other vehicle-related documentation.
- Follow all traffic rules, road safety regulations, and organizational policies.

- Handle emergency situations responsibly and report any accidents or vehicle issues immediately.
- Assist in office-related support work whenever required by the administration.
- Be available for outstation travel and flexible duty timings, if required for official purposes.

Requirements:

- Minimum qualification: 10th Pass or equivalent.
- Valid LMV/Commercial Driving License with good driving record.
- Minimum 1 years of driving experience preferred.
- Good knowledge of city routes, highways, and traffic regulations.
- Basic knowledge of vehicle maintenance and troubleshooting.
- Physically fit, disciplined, and responsible in nature.
- Ability to maintain punctuality, confidentiality, and professional conduct.

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