



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, Nagpur:

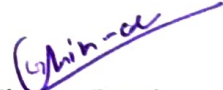
1. **Social Media Manager – 01 Post**
2. **Marketing Executive (Independent) – 01 Post**
3. **Trainer/Instructor – AI, Machine Learning & Python – 01 Post**

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 **08-10-2026** and are available <https://ictrd.org/career> for submission. The last date for submission of applications is 31-10-2026.

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

Date:08-10-2026


Nirzara Bende
(Administrative Officer)





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Nagar, Bhandi, Nagpur - 440022

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RECRUITMENT NOTICE 2026-27/o4

Posts	No. of Posts	Qualification & Experience
1. Social Media Manager	01	(Minimum 1-2 years of relevant experience preferred) Detailed Qualification and Requirements are available on official website- ictrd.org 
2. Marketing Executive (Independent)	01	
3. Trainer/Instructor - AI, Machine Learning & Python	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: 08-10-2026
Ref: 26/27/08/10

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 2026-27/04

Details of the positions mentioned above

1. Social Media Manager

Job Type: Contractual Basis

Salary: Rs 15,000-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: 31/10/2026

Responsibilities:

- Manage and maintain the organization's social media accounts and digital presence.
- Develop and implement social media content strategies aligned with organizational objectives.
- Plan, create and schedule posts, reels, stories, campaigns and other social media content.
- Coordinate with internal teams for collection of relevant content, updates, photographs and videos.
- Monitor social media performance, reach, engagement and audience growth.
- Prepare regular social media performance reports and analytics.
- Maintain a consistent brand image and communication style across social media platforms.
- Monitor trends, relevant topics and platform updates to improve content performance.

- Respond to comments, messages and basic audience queries professionally.
- Coordinate with designers, video editors and other team members for content development.
- Support promotional campaigns, events and organizational activities through social media.
- Perform other social media and digital communication activities as assigned by the management from time to time.

Requirements:

- Bachelor's degree in marketing, Mass Communication, Journalism, Digital Media, Business Administration or a related field.
- Minimum 1–2 years of relevant experience preferred.
- Strong knowledge of major social media platforms including Instagram, Facebook, LinkedIn and YouTube.
- Good understanding of social media content planning, audience engagement and platform analytics.
- Experience in creating and managing reels, posts, stories and campaign content.
- Basic knowledge of Canva or similar content creation tools preferred.
- Good communication, writing and coordination skills.
- Ability to manage multiple tasks and meet deadlines.
- Creative approach with good understanding of current social media trends.
- Ability to work effectively in a team and coordinate with different departments.

Note: Proficiency in any related technology or additional relevant skills required for the position will be given preference.

2. Marketing Executive (Independent)

Job Type: Contractual Basis

Salary: Rs 15,000-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 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: 31/10/2026



Responsibilities:

- Independently identify and approach prospective individuals and organizations for ICTRD services, programs and schemes.
- Explain ICTRD services, certification programs, accreditation schemes and other relevant offerings clearly to prospective stakeholders.
- Understand the requirements of individuals and organizations and guide them towards suitable ICTRD services or schemes.
- Conduct professional calls, meetings, presentations and discussions with prospective stakeholders independently.
- Generate new leads through direct outreach, referrals, networking, institutional visits and other appropriate channels.
- Follow up with prospective applicants, partners and organizations and support them through the initial enquiry and application process.
- Maintain regular communication with leads and ensure timely follow-up, documentation and status updates.
- Develop and maintain a database of prospective individuals, institutions, organizations and other stakeholders.
- Coordinate with relevant ICTRD sections to obtain accurate information and resolve routine queries raised by prospective stakeholders.
- Represent ICTRD professionally while communicating its objectives, services, schemes and institutional initiatives.
- Build and maintain professional relationships with educational institutions, organizations, professionals and other stakeholders.
- Collect feedback from prospective and existing stakeholders and communicate relevant observations to the management.
- Work independently towards assigned outreach, lead-generation and business-development targets.
- Perform other marketing, outreach and stakeholder-engagement activities as assigned by the management from time to time.

Requirements:

- Bachelor's degree in Marketing, Business Administration, Commerce, Communications or a related field from a recognized institution.
 - Minimum 1 year of relevant marketing, sales, business development, outreach or client-facing experience preferred.
 - Excellent verbal and written communication skills with the ability to communicate professionally with different categories of stakeholders.
 - Ability to independently explain ICTRD services, programs and schemes to individuals and organizations in a clear and convincing manner.
 - Strong interpersonal, presentation, persuasion and relationship-management skills.
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- Ability to identify prospective stakeholders, generate leads and carry out systematic follow-up independently.
- Self-motivated, proactive and capable of working independently with minimum supervision.
- Basic proficiency in email, MS Office/Google Workspace and maintaining digital records and reports.
- Ability to understand stakeholder requirements and communicate them accurately to the concerned ICTRD section.
- Willingness to undertake local travel and institutional visits, whenever required for outreach and meetings.
- Ability to manage multiple assignments, maintain records and work within prescribed timelines and targets.

Note: Proficiency in relevant marketing, communication, outreach or business-development tools and additional relevant skills will be given preference.

3. 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 Artificial Intelligence, Machine Learning and Python.
- Conduct hands-on programming sessions based on the prescribed curriculum.
- Develop lesson plans, assignments, case studies and real-time projects to enhance practical learning outcomes.

- Explain AI, Machine Learning and Python concepts in a clear and practical manner.
- Guide and mentor students in project development, coding practices and problem-solving techniques.
- Conduct assessments, examinations and performance evaluations.
- Provide constructive feedback and support to students.
- Stay updated with current trends and tools in AI, ML and Python.
- Prepare practical exercises, projects, presentations and training materials.
- Maintain student attendance, academic records, progress reports and other required documentation.
- Coordinate with the academic/training team for smooth delivery of courses.
- Support students in completing projects and practical assignments.
- Perform other academic, training and instructional activities as assigned by the management from time to time.

Requirement:

- Bachelor's degree in computer science, Information Technology, Artificial Intelligence, Machine Learning or a related field from a recognized institution.
- Minimum 1 year of relevant training, teaching or industry experience.
- Strong knowledge of Python programming.
- Good understanding of Artificial Intelligence and Machine Learning concepts.
- Practical 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 knowledge of programming, data handling and basic machine learning workflows.
- Ability to develop practical exercises, assignments and projects.
- Strong communication, presentation and mentoring skills.
- Ability to guide students in project development and problem-solving.
- Good classroom management and coordination skills.

Note: Proficiency in any related technology or additional relevant skills required for the position will be given preference.