



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 Officer**, **PHP Developer** and **Social Media Manager** to be filled at its Secretariat Office in Nagpur on a contractual basis.

The total vacancies are as follows:

Administrative Officer-01

PHP Developer – 02

Social Media Manager – 01

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 24-10-2025 and are available at <https://ictrd.org/career> for submission.

The last date for submission of applications is **10-11-2025**.

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

Nagpur

Dt: 24-10-2025

Piyush Dani
In-charge 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 2025-26/01

Posts	No. of Posts	Qualification & Experience
1. ADMINISTRATIVE OFFICER	01	Minimum 2 Years Experience
2. PHP DEVELOPER	02	Minimum 2 Years Experience
3. SOCIAL MEDIA MANAGER	01	Minimum 1 Years Experience

- 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 **10/11/2025**

Place: Nagpur
Date: 24/10/2025
Ref: 25/26/10/24-01

Administrative Officer
Indian Council for Technical Research and Development

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



Indian Council for Technical Research and 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 NOTICE FOR 2025-26/01

Indian Council for Technical Research & Development (ICTRD) is inviting applications for three 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 **10th of Nov 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 Officer	01
2. PHP Developer	02
3. Social Media Manager	01

Details of the positions mentioned above:

1. Administrative Officer

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: 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: 01

Last Date to apply: 10/11/2025

Responsibilities:

- Oversee day-to-day administrative operations of the organization.
- Manage correspondence, documentation, records, and reports efficiently.
- Coordinate between departments to ensure smooth workflow and communication.
- Handle office logistics, inventory, procurement, and vendor coordination.
- Supervise staff attendance, leave records, and maintain discipline in the workplace.
- Assist management in planning, scheduling meetings, and preparing official documents.
- Ensure compliance with institutional and organizational policies.
- Support HR and accounts teams with basic administrative tasks as required.

- Handle public inquiries, client coordination, and follow-ups when necessary.
- Maintain confidentiality and uphold professionalism in all administrative matters.

Requirement:

- Strong organizational, communication, and multitasking skills.
- Proficiency in **MS Office (Word, Excel, PowerPoint)** and email correspondence.
- Ability to manage time effectively and work under minimal supervision.
- Good command of **English and Hindi/Marathi** (written and spoken).
- Knowledge of office procedures, documentation, and record-keeping.
- Familiarity with **digital tools, file management systems, and database entry**.

2. 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: 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: 10/11/2025

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 2 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.

3. Social Media Manager

Job Type: Contractual Basis

Salary: Rs 10,000-Rs 15,000 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: 10/11/2025

Responsibilities:

- Manage and grow the organization's presence across social media platforms.
- Plan, create, and schedule engaging content.
- Monitor and analyze social media performance metrics.
- Respond to queries and engage with the online community.
- Collaborate with the content and design teams to create campaigns.
- Stay updated with social media trends, best practices, and digital marketing strategies.
- Plan and manage paid campaigns on platforms like Meta (Facebook & Instagram) and Google Ads.
- Implement SEO best practices to improve online visibility and engagement.

Requirement:

- **Proficiency in managing paid campaigns** on Meta (Facebook & Instagram) and Google Ads.
- **Strong knowledge of SEO** and content optimization techniques.
- Strong understanding of social media platforms (Instagram, Facebook, LinkedIn, Twitter, etc.).
- Excellent written and verbal communication skills.
- Creativity and ability to produce engaging content.
- Familiarity with social media management tools (Hootsuite, Buffer, Canva, etc.).
- Analytical mindset to interpret performance data.