



## Indian Institute of Technology Guwahati Research and Development Section Guwahati-781039, Assam

Applications are invited for an **Online interview** from Indian Nationals for the contractual post of **Training and Placement Officer (TPO)** at the Centre for Career Development (CCD), IIT Guwahati.

**Project Title: Centre for Career Development - TPO Recruitment**

**No. of Post: 01**

**Monthly Salary: ₹ 1,10,000/-** (consolidated)

**Performance Bonus: Up to ₹ 1,50,000/-** per year (will be paid in two installments), subject to satisfactory performance and periodic performance review.

**Age Limit:** Applicants should be preferably below 50 years as on the last date of application.

**Duration:** Initial appointment of 11 months followed by extension up to 3 years based on periodic review.

**Additional benefits:** Suitable family accommodation at IIT Guwahati campus and institute medical facilities as per the norms of contractual employment.

**Essential Qualification:** Two-year PG degree/diploma in Human Resources or related disciplines after a UG degree with minimum 60% marks from a recognized university/institution with at least five years of working experience in a reputed academic institution as a TPO or equivalent.

The candidate should possess the following skills.

- Excellent communication skills, inter-personal skills to represent organization interest with business and human resource leadership of national and multinational companies in India and abroad.
- Comprehensive understanding of industry practices and corporate relations and relevant experience in an educational institute catering to industry-academic interface.
- Experience in coordinating recruitment drives for placements, internships and facilitating necessary training and skilling programs for students.
- Experience in working with ERP portals or similar students' data management tools that handle campus placements.

### Posting and Nature of Job:

The TPO will report to Head, CCD IIT Guwahati and will be responsible for the following operations as per the directions of the competent authorities.

- Interacting with employers and arranging the conduct of campus placements and internships drives.
- Scheduling placement and internship activities and coordinating the logistics associated with it.
- Coordinating pre-placement talks, arranging seminars, webinars and video conferences.
- Bookkeeping and maintenance of placement data for ranking agencies and press releases.
- Arranging training and skilling programs for the students to enhance their employability.

### Application Submission Procedure and Shortlist Process:

1. Interested eligible candidates should apply online by visiting the Recruitment Portal of Research & Development Cell, IIT Guwahati (<https://iitg.ac.in/rndproj/recruitment/>) on or before **13.03.2026**.
2. Applicants must carefully follow the instructions and guidelines provided on the portal. Please apply under the project title - **Centre for Career Development - TPO Recruitment**.
3. For any technical assistance related to the online application process, candidates may email to [ernd@iitg.ac.in](mailto:ernd@iitg.ac.in).
4. Incomplete applications in any aspect are liable to be rejected without any further intimation.
5. Contractual post candidates will not have any preferential claim for a regular appointment in the institute later.
6. Shortlisted candidates (based on qualification, experience and suitability) will be informed via email to appear for an interview to be scheduled for the last week of March 2026. Expected date for joining the post 15, May 2026.
7. No intimation will be sent to rejected candidates.

For any queries, contact: Head, CCD, IIT Guwahati [email: [hocccd@iitg.ac.in](mailto:hocccd@iitg.ac.in), Mob: 9048665842]

Ref: xCCDSPNOTH90071xHOC001

Interview Number: 202602230D000201

Assistant Registrar (R&D)