



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

Applications are invited an **Online / Walk in interview** from Indian Nationals for the contractual post of **Career Development Officer (CDO)** at the Centre for Career Development (CCD), IIT Guwahati.

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

**No. of Post: 01**

**Monthly Salary: ₹ 65,000/-** (consolidated)

**Performance Bonus: Up to ₹ 1,00,000/-** 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 2 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:** Post-Graduation from a recognized university/institution with at least 60% marks. Minimum 2 years of experience in conducting training programs/ interview preparation activities/ recruitment coaching initiatives. The following are the desirable skills and competencies the candidate is expected to possess:

- Excellent verbal and non-verbal communication skills in English.
- Strong interpersonal skills with the ability to motivate, inspire, and engage students.
- Experience in designing, customizing, and delivering interactive training and interview coaching modules.
- In-depth knowledge of corporate etiquette, grooming, and professional presentation skills.
- Ability to provide constructive feedback and coach individuals for personal improvement.
- Experience in tracking progress and preparing reports on student's skill development.

### **Posting and Nature of Job:**

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

- Conducting personality development sessions for students across various batches.
- Preparing students for effective resume preparation, group discussions and personal interviews.
- Organizing mock interviews and feedback sessions.
- Enhancing students' confidence, presentation, and public speaking abilities.
- Providing training on corporate etiquette, grooming, and professional behavior.
- Collaborating with faculty coordinators to align training with industry expectations.

### **Application Submission Procedure and Shortlist Process:**

1. Interested and 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 **10.03.2026**.
2. Applicants must carefully follow the instructions and guidelines provided on the portal. Please apply under the project title: **Centre for Career Development - CDO 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.
6. Shortlisted candidates (based on qualification, experience and suitability) will be informed via email to appear for an interview to be scheduled in third week of March 2026. Expected date for joining the post is April 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: 202602230D000101**  
**Assistant Registrar (R&D)**