



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

Applications are invited for an **Online /Walk in interview** from Indian Nationals for contractual post of **Junior System Engineer (JSE)** in the Centre of Career Development (CCD) of the Institute. The post is purely contractual with a fixed monthly salary.

Project Title : Centre for Career Development -Manpower Management

No. of Post: 02

Monthly Salary: 40,000/- (fixed) + 1250 Medical Allowance per month.

Age Limit: Applicants should be preferably below 35 years as on the last date of application.

Mode: On contract.

Duration: Initial appointment is for 06 months followed by extension up to 2 years based on periodic review.

Additional benefits: Free shared hostel accommodation will be provided (no HRA will be given if the candidate is not availing the hostel). Institute medical facilities as per the norms of contractual employment.

Essential Qualifications: B.Tech/MCA or equivalent. Additional technical certifications showing proficiency in web design/programming are desirable. The following are the desirable competencies the candidate is expected to possess:

- Knowledge of MS Office, MS Power Point and MS Excel.
- Knowledge of programming languages (C++, Python, JAVA etc.).
- Knowledge of database management.
- Knowledge in building and handling medium level ERP systems.

Posting and Nature of Job:

- The JSE posting will be in the CCD and will Head, CCD IIT Guwahati.
- Duty hours: 9.30 am – 6.00 pm. Additional duty on weekends during placement & internship sessions.
- The JSE will be responsible for the following operations as per the directions of the competent authorities.
 - ✓ Software automation of CCD operations.
 - ✓ Maintenance of CCD website, logistics support for hosting webinars/video conferencing.
 - ✓ Maintenance of placement, internship and training portal.
 - ✓ Bookkeeping and maintenance of placement and internship data.
 - ✓ Preparation of CCD's annual placement reports.

Application Submission Procedure and Shortlist Process:

1. Applicants must fill in the on-line application through the link provided on the recruitment portal mentioned below on or before **04.03.2026**.
2. Incomplete applications in any aspect are liable to be rejected without any further intimation.
3. The post is contractual in nature. Candidates will not have any preferential claim for a regular appointment in the institute on the strength of this contractual appointment.
4. Shortlisted candidates (based on qualification, experience and suitability for the post) will be informed via email to appear for an interview to be scheduled in second week of March 2026. Expected date for joining the post is April 2026.
5. No intimation will be sent to rejected candidates.

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

How to apply and selection process:

Interested and eligible candidates should apply online by visiting the Recruitment Portal of Research & Development Cell, IIT Guwahati (<https://iitg.ac.in/rndproj/recruitment/>).

Applicants must carefully follow the instructions and guidelines provided on the portal. The relevant position can be accessed by searching for the project title as mentioned in this advertisement.

For any technical assistance related to the online application process, candidates may email to ernd@iitg.ac.in.

Interview Number: 202602110D000101

Ref: xCCDSPNOTH90071xHOC001

Assistant Registrar (R&D)