



Indian Institute of Technology Guwahati

Guwahati-781039, Assam

Centre for Career Development

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

No. of Post: 01

Monthly Salary: 1,10,000/- (fixed)

Age Limit: Applicants should be preferably below 45 years as on the last date of application.

Mode: On contract.

Duration: Initial appointment of 6 months followed by extension up to 3 years based on periodic performance 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 in Management or PG diploma in Human Resources or related disciplines after bachelor's in engineering/technology 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. 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.
- Experience in handling and usage of popular social media tools.
- Experience in handling office team, students team and organizing events connected with branding of organization.

Posting and Nature of Job:

- The posting will be in the CCD, IIT Guwahati.
- 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 prospective 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.
 - Maintaining the placement portal and website.
 - Bookkeeping and maintenance of placement data for ranking agencies and press releases.
 - Preparing annual reports based on placement and internship statistics.
 - Maintaining updated information about recruiters.
 - Arranging training and skilling programs for the students to enhance their employability.

Application Submission Procedure and Shortlist Process:

1. Applicants must fill the on-line application through the link <https://forms.gle/V8oUz14Gsn7EifwbA> before **20.06.2025**.
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 online interview to be scheduled on or before 03.07.2025.
5. No intimation will be sent to rejected candidates.

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