



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
गुवाहाटी - 781039  
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
Guwahati - 781 039

Indian Institute of Technology Guwahati (IIT Guwahati) invites online applications from eligible Indian Nationals for appointment to the following posts. Candidates are requested to apply online only. No other means/mode of application will be accepted.

### 1. ASSISTANT REGISTRAR

**No. of Posts:** 02 (UR-1; EWS-1)

**Pay Matrix Level:** 10 (as per 7th CPC).

**Age Limit:** Upto 35 years (No upper age limit for regular employees of IIT Guwahati).

**Educational & Other Qualification:** Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale.

**Desirable:** 5 years of relevant administrative experience in educational administration or comparable experience in research establishment and/or other Institutions of higher education in a Group B post in supervisory capacity atleast at pay level 8.

Preference will be given to the candidates who have experience in general administration which may include activities related to Examination, Academic, R&D, Students' Affairs, Personal/ Establishment, Stores & Purchase, Finance & Accounts etc. in a Centrally Funded Technical Institution (CFTI).

### 2. JUNIOR ASSISTANT

**No. of Post:** 17 (UR-4, SC-1, ST-2, OBC-NCL-6, EWS-4).

(The number of vacancies may vary depending upon occurrence of upcoming vacancies arising out of promotion of regular Junior Assistants to the post of Senior Assistants, besides urgent administrative requirements of the Institute. **One post out of the additional vacancies arising after the promotional process shall be reserved for PWBD candidates.** The Institute reserves the right to modify the number of posts accordingly)

**Pay Matrix Level:** 3 (as per 7th CPC).

**Age Limit:** Upto 27 years (No upper age limit for regular employees of IIT Guwahati).

**Educational & Other Qualification:** Bachelor's Degree with knowledge of computer office applications.

संकायाध्यक्ष, प्रशासन/  
Dean of Administration

विज्ञापन संख्या./ Advt. No. IITG/R/15/2025 dated 18.11.2025

**GENERAL TERMS & CONDITIONS**

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| <p>1.</p>  | <p><b>For Assistant Registrar:</b> Applicants will have to make the payment of a non-refundable application fees through the online mode as under: ₹1000/- (for General/ OBC-NCL candidates).</p> <p><b>For Junior Assistant:</b> Applicants will have to make the payment of a non-refundable application fees through the online mode as under: ₹500/- (for General/ OBC-NCL candidates).</p> <p>SC/ST candidates, Women applicants and PWBD applicants are exempted from payment of application fee.</p>  |
| <p>2.</p>  | <p>Applicants should fill in the online application form provided in the link below: <a href="https://online.iitg.ac.in/recruitment">https://online.iitg.ac.in/recruitment</a>. No physical copy of application / document is required to be sent.</p> <p>The link will be activated on <b>13.12.2025</b><br/>Last date of receipt of online application: <b>13.01.2026</b></p>  |
| <p>3.</p>  | <p>Relaxation of age for SC/ST/OBC/PWBD/Ex-Serviceman will be as per GOI rules. <b>The SC/ST/ OBC candidates who apply against unreserved (UR) post will not be eligible for age relaxation.</b></p>   |
| <p>4.</p>  | <p>Reserved category applicants shall be required to upload the latest Caste certificate issued by the Competent Authority as per Govt. of India directives issued from time to time.</p> <p>Applicants belonging to OBC(NCL)/ EWS category will have to upload latest OBC(NCL)/ EWS certificate from Competent Authority in the prescribed format as per Govt. of India norms, which should not be more than one year old (from closing date of application). Otherwise, such applicants will be considered as unreserved category applicants.</p> <p>Similarly, PWBD applicants shall be required to upload proof of disability mentioning the percentage of disability issued by the Competent Authority.</p> |
| <p>5.</p>  | <p>The applicant will be responsible for the authenticity of submitted information/documents and photograph. It is the responsibility of the applicant to assess his/her own eligibility to the post in accordance to the advertisement, if it is detected at any time in future, during the process of selection or even after appointment that the applicant was not eligible as per the prescribed Recruitment Rule of the Institute which could not be detected at the time of selection for whatsoever reason, his/her candidature/appointment shall be liable to be cancelled/terminated immediately.</p>  |
| <p>6.</p>  | <p>Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for the next phase of selection process. The Institute has a right to decide the mode of screening and testing the applicants for shortlisting and selection. <b>Moreover, the Institute may formulate additional criteria of screening for shortlisting, based on academic performance and/or years of experience of the applicants, if found necessary.</b> The applicants should, therefore, furnish full details of qualifications and experience possessed in the relevant fields, over and above the minimum prescribed. Documentary evidences will be verified during the selection process.</p>              |
| <p>7.</p>  | <p>The date for determination of age and experience will be the last date of submission of online application i.e. <b>13.01.2026</b></p>   |
| <p>8.</p>  | <p>Application once submitted cannot be altered/ resubmitted, under any circumstances. Further, no request with respect to making changes in any information entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all information ready before you start filling up the Online Application.</p>  |
| <p>9.</p>  | <p>Persons already in regular service in Govt./ PSU must upload the <b>NOC</b> along with the application form. If any candidate is unable to upload NOC, they must give an <b>UNDERTAKING</b> in the format attached herewith, otherwise their candidature will be rejected.</p>  |
| <p>10.</p> | <p>Incomplete applications / partially filled application forms/ applications without supporting documents will summarily be rejected.</p>   |

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| 11. | Amendments/Changes, if any, in the advertisement will be published only on the Institute's Website ( <a href="http://www.iitg.ac.in">www.iitg.ac.in</a> ).   |
| 12. | Selection will be made on the basis of the performance in the interview/Written examination / Skill Test (as applicable for the post) to be held by the Institute. The details of the pattern & syllabus of the tests will be uploaded in the Institute website, when the date of the tests will be declared.  |
| 13. | Institute reserves the right to hold any other test to select candidates for the above-mentioned posts.  |
| 14. | The degrees referred to above must be valid and shall have been awarded by a University or Institution recognized by the University Grants Commission (UGC) and/or the All India Council for Technical Education (AICTE), as applicable.   |
| 15. | The Institute reserves the right not to fill the post advertised and rejecting any or all the applications without assigning any reason thereof. The Institute also reserves the right to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.  |
| 16. | The Institute shall verify the antecedents or documents submitted by an applicant at any time during the process of recruitment or during the tenure of the service. In case, it is detected that the documents submitted by the applicants are fake or the applicant has undesirable or clandestine antecedents/background and has suppressed the said information, then his /her services shall be terminated forthwith. |
| 17. | In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the applicant.  |
| 18. | Applicants are advised to check their eligibility for the post as per the advertisement before applying for the same.  |
| 19. | Shortlisted candidates will have to bring all original documents during the time of selection process for verification of the same.  |
| 20. | The decision of the Institute in all matters will be final and binding. No interim correspondence will be entertained. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Guwahati.   |
| 21. | Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. <b>"INTERIM ENQUIRY WILL NOT BE ENTERTAINED"</b> .   |
| 22. | For any queries relating to technical issues, an email may be sent to <a href="mailto:rec_admin@iitg.ac.in">rec_admin@iitg.ac.in</a> .   |
| 23. | All the correspondences (call letter for written examination, interview etc.) will be made through email only. Therefore, all the candidates are advised to provide correct email address and regularly check their emails besides the Institute website ( <a href="http://www.iitg.ac.in">www.iitg.ac.in</a> ) for any updates from the Institute.  |
| 24. | <b>No travelling allowance (TA)/ DA</b> shall be paid to the candidates called for written examination/ skill test/ interview as applicable.   |

**विज्ञापन संख्या./ Advt. No. IITG/R/15/2025 dated 18.11.2025**

### **UNDERTAKING FROM THE APPLICANT**

I, Dr./Mr./Ms. \_\_\_\_\_ Son/daughter of Dr./Mr./Ms. \_\_\_\_\_ resident of \_\_\_\_\_ PIN \_\_\_\_\_ and presently working as \_\_\_\_\_ (designation) at (location) \_\_\_\_\_ in (name of establishment/office) \_\_\_\_\_ has applied for the post of (name of post) \_\_\_\_\_ in IIT Guwahati on \_\_\_\_\_ (date).

I hereby undertake to comply with the following terms and conditions:

1. I will submit the NOC from my employer at least one week before the stipulated date of written test/Interview to [rec\\_admin@iitg.ac.in](mailto:rec_admin@iitg.ac.in) with a copy to [aradmin@iitg.ac.in](mailto:aradmin@iitg.ac.in).
2. If I am unable to submit the same as per Sl. No. 1 above, then my candidature will be rejected.

(Signature with date)

Name:

Place: