



Indian Institute of Technology Guwahati Guwahati-781039, Assam Centre for Career Development

Applications are invited from Indian Nationals for the contractual post of **Personality Development Trainer (PDT)** at the Centre for Career Development (CCD), IIT Guwahati.

No. of Post: 01

Monthly Salary: 40,000/- (fixed)

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

Mode: On contract.

Duration: Initial appointment of 4 months followed by extension up to 2 years based on periodic performance review.

Accommodation support: Free hostel accommodation can be provided for outstation candidates as per norms.

Essential Qualification: Post-Graduation (MBA preferred) 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 with at least one year of working experience as a soft skills trainer or personality development trainer.

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.
- Strong facilitation skills for group discussions role-plays, and mock interviews.
- Ability to provide constructive feedback and coach individuals for personal improvement.
- Experience in working with students from diverse academic and cultural backgrounds
- Experience in tracking progress and prepare reports on student's skill development.

Posting and Nature of Job:

- The posting will be in the CCD, IIT Guwahati.
- The PDT 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 campus interviews, group discussions, and HR rounds.
 - Organizing mock interviews and feedback sessions.
 - Enhancing students' confidence, presentation, and public speaking abilities.
 - Providing training on corporate etiquette, grooming, and professional behavior.

Application Submission Procedure and Shortlist Process:

1. Applicants must fill the on-line application through the <https://forms.gle/PqCT1hCbGkY4PgZVA> before **30.08.2025**.
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 **05.09.2025**.
5. No intimation will be sent to rejected candidates.

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

Advt. No: IITG/CCD/PDT Rectt-2025/2025-26

Head, CCD, IIT Guwahati

