भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI
बंगरा, गुवाहाटी − 781015, भारत
Bongora, Guwahati - 781015, India

Ref No:
Date:

Recruitment for the post of Trainee Technical Assistant

Online applications in prescribed forms are invited for the Recruitment of Trainee Technical Assistant in the CSE Department of Indian Institute of Information Technology Guwahati. **The position is for trainee and not for employment**. Candidates should evaluate themselves suitably, details of which are provided below:

No. of Vacancy: 2(Two)

Remuneration: Rs.25000 consolidated amount per month

Duration of the Position: An individual as trainee with 1-year tenure with an extension up to one additional year. Total maximum duration 2-years. The positions are purely temporary. Selected candidates will not have any claim to a regular position after the tenure ends.

Qualification: 3 or more years diploma / degree in Computer Science and Engineering/ Technology Information from a Government recognized institute.

Post-Qualification experience: 2 years in the relevant areas of works is preferable (not mandatory) for Diploma Candidates, but not for BE/BTech Candidate. No experience is required for the BTech candidate.

Essential Skills required by the candidate:

1. Computer Systems and Operating Systems
   a. Working knowledge of Windows and Linux operating systems.
   b. Ability to install, configure, and update OS and common system software.
   c. Basic understanding of system performance, storage management, and troubleshooting.
2. Hardware and Peripherals
   a. Ability to identify and troubleshoot common hardware issues related to PCs, monitors, printers, UPS, and other peripherals.
   b. Basic knowledge of PC assembly, component replacement, and fault diagnosis.
3. Basic understanding of computer networks (LAN/Wi-Fi).
   a. Ability to troubleshoot common network connectivity issues.
   b. Familiarity with IP addressing, router/switch concepts, and network sharing.
4. Software Tools and Programming Environment Support
   a. Familiarity with programming tools and IDEs (such as GCC, Python, Java, VS Code, etc.).
   b. Ability to assist students during lab sessions with software tools and development environments.

c. Basic knowledge of open-source software installation and configuration.

Roles and Responsibilities of the Trainee Technical Assistant

1. Laboratory Systems Maintenance (CSE Lab–I & Lab–II)

- Installation, configuration, and regular updating of operating systems and licensed/open-source software.
- Creation, modification, and management of user profiles and access permissions.
- Ensuring stable network connectivity (LAN/Wi-Fi), basic troubleshooting, and coordination with central IT/network teams when required.
- Identification and troubleshooting of hardware issues related to PCs, peripherals, and lab equipment.
- Monitoring and maintaining user access logs and usage records.
- Periodic system housekeeping, including storage management, disk cleanup, and cache/log flushing.
- Ensuring proper shutdown, startup, and operational readiness of systems before and after lab sessions.

2. Academic Laboratory Support

- Providing technical assistance during laboratory classes for software tools, programming environments, simulators, and development platforms.
- Assisting faculty and students in resolving minor software-related issues during practical sessions.
- Helping in the setup of lab environments for new courses, workshops, training programs, and examinations.
- Supporting installation and configuration of specialized software required for research and advanced electives.

3. Department Server Administration

- Creation, maintenance, and deletion of user accounts on departmental servers.
- Installation, configuration, and periodic updating of server operating systems and application software.
- Basic monitoring of server performance, uptime, and storage usage.

4. Departmental Documentation and Records

- Assisting in the preparation, digitization, and maintenance of departmental documents and records.
- Supporting documentation related to labs, software inventories, system configurations, and standard operating procedures.

5. Department Website and MIS Support

- Assisting in regular updating and maintenance of the departmental website (notices, events, achievements, labs, faculty information, etc.).
- Supporting data entry and verification for the departmental MIS and academic portals.
- Coordinating with faculty and administrative staff to ensure timely and accurate information updates.

6. Data Backup and Security Support

- Assisting in periodic data backup of lab systems and departmental servers.
- Following basic cybersecurity practices such as antivirus updates, system hardening, and safe access policies.
- Reporting any suspicious activity, data loss, or security issues to the concerned authority.

7. Inventory and Asset Management

- Assisting in maintaining records of hardware, software licenses, and peripherals.
- Supporting physical verification of lab assets and reporting faulty or obsolete equipment.

8. Coordination and Reporting

- Coordinating with faculty, students, and central IT services for smooth technical operations.
- Maintaining basic maintenance logs and submitting periodic status reports to the department.

9. Others

- Any other duty assigned by the Head of the Department of the CSE Department which is not listed above as required.

Note:

1. Last Date of receiving online application form **10th February, 2026.**

2. Selection Process will be based on written test followed by Skill Test/Interview.

3. Date of written test and skill test will be notified later on, only to the shortlisted candidates in their respective registered E-mail IDs only.

4. The Institute reserves the right to short-list the candidates for written test and skill test.

5. Mere fulfillment of the minimum qualification and /or experience will not vest any right on a candidate for being called for the interview.

6. If selected, joining will be subjected to the verification of the Original Documents.

7. The positions are purely temporary. Selected candidates will not have any claim to a regular position after the tenure ends.

8. The Institute reserves the right to modify, cancel, or defer the requirement or recruitment process at any time, without prior notice and without assigning any reason.

Application form Link: https://forms.gle/jnbX3x3pSFNhTWeu9

Interested candidates are requested to apply by filling up the Application form in the link above along with the scanned copy of all the required documents before the last date of receiving the application form i.e.

For Inquiries, please contact

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2. ict@iiitg.ac.in