



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

Colonel Soumyabrata Chakraborty (Retd)
Registrar

Ref. No.: N/22

Date: April 20, 2022

NOTICE

Applications are invited for filling up the following positions at **BITS Pilani – Pilani Campus**:

| S. No. | Position | Minimum Qualification and Experience |
|--------|---|--|
| 1. | Job Title: Office Assistant in IKA No. of positions: One Remuneration: Suitable candidate will be placed in Level 4 with a minimum pay of Rs.25500/- per month plus DA, and other benefits as per Institute Norms. | <ul style="list-style-type: none">Graduate (First Class/High Second Class) with 3 years of experience as Office Assistant or a lower position.Experience in working with Personal computers and Data Processing.Should not be above 40 years of age as on 1st April 2022. |
| 2. | Job Title: Office Assistant (C) in HR Section No. of positions: One , Location: Pilani Remuneration: The compensation will be between Rs. 4.5 – 5.5 Lakhs per annum depending upon experience and qualification. | <ul style="list-style-type: none">Post – Graduate in HR with minimum 2 years of experience or Graduate (Preferably in HR) with a minimum of 5 years of relevant experience.Prior experience in education Institute may be preferred.Should not be above 35 years of age as on 1st April 2022. |

Details are available on Institute's website (<http://www.bits-pilani.ac.in/pilani/ntpositions>). Please use the <http://discovery.bits-pilani.ac.in/ntpositions/index.aspx> to submit the application (application submitted through e-mail / hard copy will not be entertained).

Positions are open for both external and internal candidates. Internal candidates are required to submit the consent of their Controlling Officers along with the application.

For any technical issue during application submission, please reach out to HR at hroffice@pilani.bits-pilani.ac.in.

Last date to submit the application is May 3, 2022.


Registrar



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