



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

JOB DESCRIPTION

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Institution of Eminence Deemed to be University under Sec. 3 of the UGC Act and features in the world map as a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry	Higher Education
Post/Job Title	Assistant Registrar – Gr II The incumbent will be responsible to ensure efficient and effective functioning of the office of the Registrar.
Job Type	Regular
Reporting to	Registrar
Will also work very closely with	Deputy Registrar and Various departments of the Institute and counterparts in other campuses.
Job Location	Pilani
No of Position	One
Principal Accountabilities	<ul style="list-style-type: none">• Conduct of meetings of various bodies and committees of the Institute such as General Body, Board of Governors, Finance Committee, Senate, Research Board, Examination Committee etc.• Maintenance of up-to-date Records of the Institute such as papers of Institute land and Maps, other properties and rules and regulation etc.• Correspondence with external agencies such as UGC, AIU, MoE, Registrar of Societies, other universities etc.• Data collection and presentation• Signing of Various collaboration/ agreements/MoUs• Issuing of Degrees/Diplomas, Medals, verification of degree etc.• Establishment, Legal, Tax and finance• BITS PF trust, statutory compliance etc.
Qualification, Experience and Personal Profiles	<ul style="list-style-type: none">• Post Graduate degree with minimum 60% marks aggregate and with minimum 5 year of similar experience in a university/ Higher Education Institute• Strong knowledge of the working of a university and familiarity with the use of ERP and other computer packages.• Good knowledge of legal and finance matters.• Good Drafting and people skills, with evidence of being able to work collaboratively with the people and agencies.
Benefits	Suitable candidate will be placed in Level 10 with a minimum pay of Rs. 56100/- per month plus DA, and other benefits as per Institute Norms.