



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

JOB DESCRIPTION

About BITS, Pilani	Birla Institute of Technology & Science, Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
Industry	Higher Education
Job Type	Regular
Post/Job Title	Assistant Manager
Reporting to	Unit Chief – CPU
Will also work very close with	Relevant Internal & External Stakeholders.
No of positions	One
Job Location	Pilani
Principal Responsibilities	<ul style="list-style-type: none">• Assist in overseeing the CPU's Planning, developing and purchasing of consumables and equipment's in a timely and cost-effective way.• Resolve any quality issue/deviation/documentary deficiency/installation difficulties noted in the product/services availed with the vendor so as to make the product/service "ready to use".• Assist in foreign procurement: process, PO, clearance and Payment• Assist in review and renew of Man Power contracts for various service areas.• Track the CPU Store operation, stock updation, stock verification and inventory evaluation.• Liaise with Accounts department to ensure accurate and timely payments of invoices, as necessary for the business with the supplier.• Plan to reduce the work complexity, by simplification and standardization.
Qualification and Experience	<ul style="list-style-type: none">• Postgraduate with 5 years of relevant experience or Graduate with 15 years of relevant experience• Should not be above 50 years of age as of 1st April 2025. " The Director may, however, consider extraordinary circumstances for modifying the age limits. Age limits prescribed for the posts are not applicable for regular employees of the Institute."
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Strong verbal, written, presentation and facilitation skills.• Ability to communicate efficiently with faculty and staff members, administrators and external agencies, etc.• Knowledge of procurement principles and processes.• Prior experience of working in academic institution.
Remuneration	Suitable candidate will be placed in Level 9 with a minimum pay of Rs. 53100/- per month plus DA & other benefits as per Institute Norms.