



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

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
Post/Job Title	Jr. Security Supervisor
Job Type	Regular Full time
Reporting to	Chief Security Officer (CSO), Pilani Campus
Will also work very closely with	Dean Administration, Pilani campus
No. of positions	One
Location	Pilani
Principal Responsibilities	<ul style="list-style-type: none">▪ Assist the CSO in deploying security staff, including for special events, ensuring compliance with established systems and procedures.▪ Maintain office records related to processes, duty rosters, compliance, and staff deployments.▪ Conduct routine security audits, including issuing site visitor passes and permits.▪ Manage gate access control, vehicle control, patrolling, and address other security-related issues.▪ Ensure the safety and security of the institute by responding to alarms and distress calls, maintaining vigilance for suspicious persons, movements, and potential hazards, and intercepting suspected individuals when necessary (including frisking/checking).▪ Oversee the operational effectiveness of security and safety systems/equipment, such as fire alarms, CCTV, and other security devices, through regular maintenance and preventive checks.▪ Handle emergency situations as they arise at the institute, ensuring proper procedures (e.g., evacuation) are followed to resolve the situation.▪ Supervise and manage outsourced security guards and assist in evaluating and identifying potential private security service providers, including reporting on their performance.▪ Lead and coordinate emergency response drills.▪ In the event of a security threat, take appropriate measures to neutralize the threat.▪ Provide advisory, guidance, and information to visitors, addressing queries from various stakeholders.▪ Investigate incidents of fire, theft, and security lapses within the institute premises, submit detailed reports, and implement preventive measures to avoid recurrence.▪ Maintain confidentiality of sensitive information at all times.▪ Address student-related matters in accordance with the institute's regulations.
Qualification and Personal Profile	<ul style="list-style-type: none">• Graduate with at least 10 years of relevant experience, or retired service personnel (NCO or equivalent) with a minimum of 5 years of relevant experience in the security field.• Mandatory certification or training in fire safety, with a strong understanding of the subject.• Proficient in basic MS Office applications.• Possession of a valid driving license and a clean criminal record.• Applicant should not exceed 40 years of age as of January 1, 2025. <p>" 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."</p>
Remuneration	Suitable candidate will be placed in Level 3 with a minimum pay of Rs. 21700/- per month plus DA, and other benefits as per Institute Norms.