



# Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

## JOB DESCRIPTION

<b>About BITS, Pilani</b>	<b>Birla Institute of Technology &amp; Science, Pilani</b> 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 <b>Section 3</b> of the <b>UGC Act 1956</b> 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.
<b>Industry</b>	Higher Education
<b>Job Type</b>	Regular
<b>Post/Job Title</b>	<b>Office Assistant</b>
<b>Reporting to :</b>	Associate Dean – Grants, Consultancy and Industrial Research Division
<b>Will also work very close with:</b>	<u>Key Internal:</u> Faculty, Registrar, Accounts <u>Key External:</u> Funding Agencies
<b>No of positions</b>	<b>One</b>
<b>Job Location</b>	<b>Pilani</b>
<b>Principal Responsibilities</b>	<ul style="list-style-type: none"><li>• Preparing various types of Notes for Approvals (NFAs)</li><li>• Maintaining data of the NFAs moved through the GCIR office.</li><li>• Collection of papers and submission of documents to other departments such as Purchase, Stores, Accounts etc.</li><li>• Preparation of UCs for the sanctioned projects, as required by the funding agency.</li><li>• Keeping record of files for sanction letters, UCs and other routine document work.</li><li>• Handling complete administrative functions of the Research Support Office to support routine operations.</li><li>• Any other responsibility assign by the Associate Dean from time to time.</li></ul>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"><li>• Graduate in any discipline with a minimum of 3 years of experience in an office setting.</li><li>• Prior experience in education Institute may be preferred.</li><li>• Should not be above 35 years of age as of 01<sup>st</sup> Sept. 2023.</li></ul>
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"><li>• Should have excellent knowledge and hands-on experience with computers especially MS-Office/google services such as sheet, forms, doc, drive etc.</li><li>• Should possess excellent IT and word-processing skills and ability to record data accurately and undertake data processing. Basic knowledge website maintenance.</li><li>• Should possess good command over English.</li><li>• Should have good communication skills.</li></ul>
<b>Remuneration</b>	Suitable candidate will be placed in Level 4 with a minimum pay of Rs. 25500/- per month plus DA & other benefits as per Institute Norms.