



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/Service	Higher Education
Post/Job Title	Jr. Driver Gr I
Job Type	Regular, Full time
Reporting to	FIC – TSS
Will also work very closely with	Internal and External stakeholders as per the job requirement
No. of position	One
Location	Pilani
Principal Responsibilities	<ul style="list-style-type: none">• Excellent driving skills• Knowledge of traffic rules and regulations• Proficiency in using navigational software to map routes and knowledge of the area to plan the shortest routes.• Conducting regular maintenance checks of their vehicle and keeping it in optimum condition.• Keep the track of trip details, expenses and fuel usage• Time management and organizational skills
Qualification and Experience	<ul style="list-style-type: none">• 12th pass with 5 years of experience as driver with education Institute/University• Should have a valid Driving License from competent Government authorities.• Below 40 years of age as on 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."
Remuneration	Suitable candidate will be placed in Level 2 with a minimum pay of Rs. 19900/- per month plus DA & other benefits as per Institute Norms.