



**JOB NOTIFICATION FOR NON-TEACHING POSITIONS**

BITS Pilani, K K Birla Goa Campus invites applications for the following non-teaching positions:

Sr. No.	Position	No. of Positions	Level	Pay Details	Qualification & Experience
1	Assistant Manager – Ranking & Accreditation	1	CTC	Rs. 15.00 lakhs per annum, in line with Institute Norms.	<ul style="list-style-type: none"><li>• Bachelor's degree in Business Management with a minimum of 10-15 years of relevant experience in a similar role within a higher education Institute or related industry.</li><li>• Sound experience with project management, including coordinating cross-functional teams and meeting project deadlines.</li></ul>
2	Graphics & UX / UI Designer	1	CTC	Rs. 9.50 lakhs per annum, in line with Institute Norms.	<ul style="list-style-type: none"><li>• Bachelor's degree in design or a related discipline with a minimum of 3-5 years of relevant experience in designing web and mobile applications / platforms and in social media management (Instagram, LinkedIn, Facebook, Twitter X)</li><li>• Candidate with experience in a higher education Institute or related industry will have an added advantage.</li></ul>
3	Engineer (Electrical)	1	Contractual for 1 year, renewable based on Institute requirement	Rs. 69,500 p.m. (consolidated) Other benefits such as CPF @ 12% on Pay, Leave will be admissible as per Institute norms.	Diploma in Electrical Engineering with a minimum of 14 years of experience <b>OR</b> B.E. / B.Tech. (Electrical Engineering / Electrical & Electronics Engineering) with a minimum of 7 years of experience <b>OR</b> M.E. / M.Tech. in Power & Energy Systems (Electrical) with a minimum of 1 year of experience.
4	Programmer, Gr-I	1	7	<b>Entry Pay:</b> Rs. 44,900 plus DA & other benefits as per Institute Norms.	<ul style="list-style-type: none"><li>• Candidates with B.E. / B.Tech. (CS / IT / ECE / EEE / E&amp;I) or MCA / MSc. (CS / IT / E&amp;I) with 5 years of relevant experience <b>OR</b> ME. / M.Tech. with 3 years of relevant experience.</li><li>• Candidates with experience in reputed educational institutes or top-notch product-based organizations in web &amp; mobile industry will be preferred.</li></ul>
5	Office Assistant	1	Ad hoc and purely temporary basis for 6 months	Rs. 37,230 p.m. (consolidated) Other benefits such as CPF @ 12% on Pay, Leave will be	Graduate in any discipline with 1-3 years of relevant experience in an office setting.

				admissible as per Institute norms.	
6	Jr. Office Assistant	1	3	<b>Entry Pay:</b> Rs. 21,700 plus DA & other benefits as per Institute Norms.	Graduate in any stream with at least 1 year of experience in an administrative and office setting.

*\*\*\*Qualification & Experience criteria may be relaxed for exceptional candidates.*

For detailed position Job Description, please refer to the Institute website <https://www.bits-pilani.ac.in/careers/non-academic>

Please submit your applications using the link: <https://gad.bits-go.a.ac.in/HRM/> Alternatively, applications in the prescribed format (refer [View Details](#) against the advertised position) may be submitted along with copies of the testimonials to the office of Dean – Administration or may be emailed to [hroffice@goa.bits-pilani.ac.in](mailto:hroffice@goa.bits-pilani.ac.in). Last date of application is **04-Nov-2023**.



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