



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Dr. Ashish Gupta, Deputy Registrar, Pilani Campus

Ref. No.: N/2025/01

Date: 01 April 2025

NOTICE

Applications are invited for filling up the following positions at **BITS Pilani, Pilani Campus**:

S. No.	Position	Minimum Qualification and Experience
1.	Job Title: Assistant Manager - Centralized Purchase Unit No. of positions: One Location: Pilani Remuneration: Suitable candidate will be placed in Level 9 with a minimum pay of Rs. 53100/- per month and other benefits as per Institute Norms.	<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.
2.	Job Title: Officer – Accounts & Finance No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed in Level 7 with a minimum pay of Rs. 44900/- per month plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none">• B. Com along with CA Inter with 10 Years of relevant experience or M. Com (Preferred CA Inter with M. Com) with 8 years of relevant experience in Accounting, Payroll, Provident Fund rules, ESIC rules and other statutory compliance, preferably from the education sector.• Sound IT Skills and should be well versed with Excel, Word, and should be able to work in ERP environment.• Below 36 years of age as on 1st April 2025.
3	Job Title: Junior Office Assistant - EMU No. of positions: One, Location: Pilani 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.	<ul style="list-style-type: none">• B.Sc. in Hospitality Management with a minimum of 2 years of relevant experience, or B.Sc. or Higher Education in any discipline with 5 years of relevant experience in quality housekeeping service delivery, cleaning activities, waste handling, and manpower management.
4	Job Title: Jr. Driver Gr I – TSS No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed in Level 2 with a minimum pay of Rs. 19900/- per month plus DA, and other benefits as per Institute Norms.	<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.

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Details are available on Institute's website (<https://www.bits-pilani.ac.in/careers/non-academic>). Please use the <http://discovery.bits-pilani.ac.in/ntpositions/index.aspx> to submit the application (application submitted through e-mail / hard copy will not be entertained).

Positions are open for both external and internal candidates. Internal candidates are required to submit the consent of their Controlling Officers along with the application.

For any technical issue during application submission, please reach out to HR at hr@pilani.bits-pilani.ac.in

Last date to submit the application is April 10, 2025.

Deputy Registrar



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