



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

Dr. Ashish Gupta, Deputy Registrar

Ref. No.: N/2023/20

Date: 4 December 2023

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: Manager (Operation and Internal Engagement) in Alumni Relations No. of position: One Location: Pilani Remuneration: Suitable candidate will be placed in Level 11 with a minimum pay of Rs.67,700/- per month plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none">• Post Graduate with 7 years of relevant experience in Documentation / Program Management.• Working with Financial Data would be preferred• Prior knowledge of working with internal customers a plus.• Excellent Word, Excel and PowerPoint Skills, along with spoken and written communication skills.• Excellent people management and listening skills
2.	Job Title: Coach – Gr II (Female) in SWD No. of position: One Location: Pilani Remuneration: Suitable candidate will be placed in Level 5 with a minimum pay of Rs.29,200/- per month plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none">• B. P. Ed. with 5 years of relevant experience or D. P. Ed with 8 years of relevant experience• Preference will be given to candidate having NIS diploma in Basketball/Badminton.• Should not be above 35 years of age as of 1st December 2023.

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 hroffice@pilani.bits-pilani.ac.in.

Last date to submit the application is December 13, 2023.


Deputy Registrar



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