



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

Dr. Ashish Gupta, Deputy Registrar

Ref. No.: N/2024/1

Date: 1 May 2024

NOTICE

Applications are invited for filling up the following position at **BITS Pilani – Pilani Campus**:

S. No.	Position	Minimum Qualification and Experience
1.	Job Title: Office Assistant - GCIRD No. of position: One Location: Pilani Remuneration: Suitable candidate will be placed in Level 4 with a minimum pay of Rs. 25500/- per month and other benefits as per Institute Norms.	<ul style="list-style-type: none">• Graduate in any discipline with a minimum of 3 years of experience in an office setting.• Prior experience in education Institute may be preferred.• Should not be above 40 years of age as of 01st June 2024.

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).

Position is 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 14 May 2024.

Deputy Registrar



BITS Pilani, Pilani Campus
Vidya Vihar
Pilani - 333 031
Rajasthan, India

Tel (O): +91 1596 242192, 255355
Fax: +91 1596 244183
Email: dyregistrar@pilani.bits-pilani.ac.in