



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

Dr. Ashish Gupta, Deputy Registrar

Ref. No.: N/2023/25

Date: 12 February 24

NOTICE

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

S. No.	Position	Minimum Qualification and Experience
1.	<p>Job Title: Assistant Manager in Alumni Relations (Operations & Finance)</p> <p>No. of position: One</p> <p>Location: Pilani</p> <p>Remuneration: Suitable candidate will be placed with a consolidated pay up to Rs. 10 Lac p.a. based on experience & expertise.</p>	<ul style="list-style-type: none">• CA Inter/ M. Com with 5 years or B. Com with 15 years of relevant experience in accounts and finance functions• Experience of bill passing, expense management, journal entries etc.• Excellent working knowledge of MS Office and Tally ERP• Demonstrated expertise of documentation, especially MS Office• An educational institution or a university experience would be a plus.

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.

Those who had applied earlier need not apply once again. 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 February 26, 2024.

Deputy Registrar



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