



Birla Institute of Technology & Science, Pilani

Pilani | Dubai | Goa | Hyderabad | Mumbai (An Institution of Eminence)

Colonel Soumyabrata Chakraborty (Retd)
Registrar

Ref. No.: N/2023/11

Date: 25 July 23

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: Jr. Driver Gr I No. of position: One , Location: Pilani Remuneration: Suitable candidate will be placed in Level 2 with a minimum pay of Rs.19,900/- 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.
2	Job Title: Operation Assistant – Gr I (Receptionist at VFAST & CAFÉ) No. of position: One , Location: Pilani Remuneration: Suitable candidate will be placed in Level 2 with a minimum pay of Rs.19,900/- per month plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none">• Graduate (Preferred degree in Hotel Management) with 2 years of working experience as receptionist in hospitality industry or Guest house in University.• Should be proficient in Microsoft Office (Word, Excel and PowerPoint).• Excellent written and verbal communication skills.

Details are available on Institute's website (<http://www.bits-pilani.ac.in/pilani/ntpositions>). 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 Aug 7, 2023.


Registrar



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