



Birla Institute of Technology & Science, Pilani
Hyderabad Campus
General Administration Unit

Recruitment Notification for Non -Teaching Staff at BITS Pilani - Hyderabad campus.

Sl. No	Designation	No of Positions	Min. Basic and Level	Qualification and Experience	Brief Description of the Profile.
1	Asst Manager, IPR (Research and Innovation)	1	Upto 12 lakhs annual CTC (includes target-based performance incentives)	PG in science or Graduate in Engineering along with Bachelors / Masters in Law with specialization in Intellectual Property Laws with 2-3 years of experience	<ul style="list-style-type: none">Job Description enclosedTerm of appointment is for 3 years
2	Junior Officer / Officer- (Accounts and Finance)	1	Level 6/Level 7 (Entry Pay Rs 35,400 or Rs 44900)	CA with minimum 2 years / CA Inter / M. Com with 8-10 years of accounting experience.	<ul style="list-style-type: none">Job Description enclosed
3	Junior Officer – (Faculty Affairs)	1	Level 6 (Entry Pay Rs 35,400)	PG/Graduate with 3 or 10 years of experience in an educational institute, particularly handling offices of Faculty Affairs may be preferred.	<ul style="list-style-type: none">Job Description enclosed
4	Senior Store Keeper (Central Purchase Unit)	1	Level 5 (Entry Pay Rs 29,200)	Post Graduate with minimum 2 years or Graduate with 5 years of relevant experience in Stores.	<ul style="list-style-type: none">Job Description enclosed
5	Executive (Human Resources)	1	Up to 6 Lakhs Per annum.	Post Graduate with minimum 2 years or Graduate with 4 years of relevant experience in Human Resources.	<ul style="list-style-type: none">Job Description enclosedTerm of appointment is for 3 years Extendable based on performance.

Mandatory Requirements

- Good knowledge of written and spoken English.
- Ability to operate a computer with working knowledge of MS Office and relevant programs applicable to the role.

Procedure for Application:

- These positions are open for both **internal and external** candidates. We request you to refer suitable candidates for the above positions. Internal candidates are requested to submit the application along with a letter justifying their suitability for the position duly forwarded by their Reporting Officers to HR Manager.
- **External candidates** may send their applications directly to hr@hyderabad.bits-pilani.ac.in with details of **Position applied** in the subject.
- **Last date to submit the applications to the HR Manager is Jan 25, 2024**

P Yogeeswari
Dean - Administration