



# Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

**Colonel Soumyabrata Chakraborty (Retd)**  
Registrar

Ref. No.: N/2022/2

Date: 25 May, 2022

## NOTICE

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

S. No.	Position	Minimum Qualification and Experience
1.	<b>Job Title: Office Assistant</b> in General Administration Unit No. of positions: <b>One</b> , Location: Pilani <b>Remuneration:</b> Suitable candidate will be placed in Level 4 with a minimum pay of Rs.25500/- per month plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none"><li>• Graduate in any discipline with a minimum of 3 years of relevant experience.</li><li>• Prior experience in educational Institutes will be preferred.</li><li>• Should not be above 35 years of age as of 1 June 2022</li></ul>
2.	<b>Job Title: Jr. Technician</b> No. of positions: <b>One</b> , Location: Pilani <b>Remuneration:</b> Suitable candidate will be placed in Level 3 with a minimum pay of Rs.21700/- per month plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none"><li>• Bachelor's Degree with 2 years of experience or Diploma with 4 years of Experience or ITI with 6 years of experience</li><li>• Diploma/ITI in Printing Press related work trade will be preferred</li><li>• 2 years of experience in Printing Press will be preferred</li></ul>

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](mailto:hroffice@pilani.bits-pilani.ac.in).

**Last date to submit the application is June 4, 2022.**

  
Registrar



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

Tel (O): +91 1596 242192, 255298  
Fax: +91 1596 244183  
Email: [registrar@pilani.bits-pilani.ac.in](mailto:registrar@pilani.bits-pilani.ac.in)