



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

Internal Job Notification

We are pleased to announce the notification of the following positions and invite applications from the interested & suitable candidates:

SL No	Designation	No of Positions	Pay Scale	Qualification and Experience	Job Description
1	IT Manager	1	Level 12 (Entry Pay 78,800)	<ul style="list-style-type: none">B.E or B.Tech (Computer Sc or IT) with First class.Certifications like (CCNA /CCNP/CCDP etc.) would be an added advantage.5 – 6 years of prior Experience	Detailed Job Description enclosed.
2	Facility Manager – Clean Room	1	Rs 5- 6 Lakhs	<ul style="list-style-type: none">M.Tech/PhD in Electrical / Electronics / Instrumentation / Mechanical / Chemical or related areas.	Detailed Job description enclosed
3	Programmer	1	Level 6 (Entry Pay Rs 35,400 Pay)	<ul style="list-style-type: none">B.E or B.Tech (IT or Computer Sc) with First class.2 – 3 years of prior Experience	Web technologies related programming skills, Linux scripting skills, Database Management skills, OS trouble shooting skills, file restorations, backups, disk space maintenance, and problem resolution for operating systems platforms.
4	Asst. Hostel Superintendent	1	Level 6 (Entry Pay Rs 35,400 Pay)	<ul style="list-style-type: none">Post Graduate/ Graduate 10 of years relevant experience in reputed educational institutions.	Detailed Job description enclosed
5	Lab Technician (Diagnostic Centre)	1	Level 4 (Entry Pay Rs 25,500 Pay)	<ul style="list-style-type: none">Degree/diploma in Medical Lab Technician3- 5 years of prior experience in Similar Role.	Detailed Job description enclosed
6	Office Assistant	1	Level 4 (Entry Pay Rs 25,500 Pay)	Graduate with Accounting Knowledge	Min. 3 yrs. Exp. In Office administration apart from exposure to Accounts



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SL No	Designation	No of Positions	Pay Scale	Qualification and Experience	Job Description
7	Technician - ECE and EEE	2	Level 4 (Entry Pay Rs 25,500 Pay)	<ul style="list-style-type: none">• Diploma / Degree in EEE /ECE/ Instrumentation.• 3-5 years of Experience as Lab Technician preferably in academic/research environment	<ul style="list-style-type: none">• To handle various labs such as, Electrical Machines, Power Electronics, Control Systems, Power Systems, Digital Electronics, Analog Electronics, Microelectronics, Communication systems• Setting up equipment for laboratory courses• Trouble shooting of lab equipment• Helping in operating equipment in research labs.• Helping in purchase of equipment.

Mandatory Requirements

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

Procedure for Application:

- Internal candidates are required to submit application along with a letter justifying their suitability for the position.
- Get the applications forwarded by their Controlling Officers.
- Last date to submit the applications to the HR Manager is 10.06.2018.
- CV's of external candidates may be forwarded to HR Manager with Designation in the subject line (**position applied for**) to hr@hyderabad.bits-pilani.ac.in

Niranjan Swain
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