



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

Job Notification

We are pleased to announce the notification for the below position and invite applications from the interested & suitable candidates:

SL No	Designation	No of Positions	Pay Scale	Qualification and Experience	Job Description
1	Office Assistant/ Senior Office Assistant	1	Level 4 (Entry Pay Rs 25,500 Pay)/ Level 5 (Entry Pay Rs 29,200 Pay)	B.Com/M.com with work experience in Payroll and any payroll processing software/ERP	Detailed Job description enclosed

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 20.07.2018.
- 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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