



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

Recruitment Notification.

Sl. No	Designation	No of Positions	Min. Basic and Level	Qualification and Experience	Brief Description of the Profile.
1	Office Superintendent – Student Welfare Division	1	Level 8 (Entry Pay 47,600)	<ul style="list-style-type: none">Graduate / Post GraduateMinimum 10 years (preferably 5 years as Asst. office Superintendent at a similar educational institution.	<ul style="list-style-type: none">Knowledge in accounts to handle the fee collection and reconciliation also disbursal of scholarships.Coordinating in auditing.Good Drafting skills and able to liaison with Registrar office, UGC, Govt. and other external agencies.
2	System Administrator – CSIS	1	Level 8 (Entry Pay 47,600)	<ul style="list-style-type: none">B.E. or B.Tech in Computer Science or equivalent5-10 years of experience in a similar environment.	<ul style="list-style-type: none">Job Description enclosed.
3	Senior Developer /Developer – ERP	1	8 to 12 Lakhs per annum	<ul style="list-style-type: none">(B.E./MCA/MBA) degree in Computer Science.Minimum 4 years of experience in system implementation or support in various modules of PeopleSoft or any ERP.	<ul style="list-style-type: none">Job Description enclosed
4	Technician– Computer Centre	1	Level 4 (Entry Pay Rs 25,500 Pay)	<ul style="list-style-type: none">BE/MCA with CCNA or CCNP certifications.3-5 years of experience in reputed organizations in a similar role is an added advantage.	<ul style="list-style-type: none">Installing and maintaining well -functioning computer networks, connections and cablingPerforming troubleshooting to network failures andIdentify bottlenecks to ensure long term efficiency of network and some documentation experience
5	Technician – Civil Engineering	1	Level 4 (Entry Pay Rs 25,500 Pay)	<ul style="list-style-type: none">Diploma/ Degree in Civil Engineering3-5 years of experience in an similar educational institution.	<ul style="list-style-type: none">Able to Handle advance equipment's in Civil Engineering Laboratories Like Survey, Transportation, Concrete and Soil and environmental Labs

For Positions from SL No. 2 to 5 age should be less than 40 years



Birla Institute of Technology & Science, Pilani
Hyderabad Campus
Jawahar Nagar, Shameerpet Mandal
Hyderabad 500078, Telangana, India

Tel: +91 40 6630 3999
Fax: +91 40 6630 3998
Email: gad@hyderabad.bits-pilani.ac.in
Web: <http://www.bits-pilani.ac.in/hyderabad>



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

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.
- **External candidates** may send applications directly to hr@hyderabad.bits-pilani.ac.in with **Position applied for** details in the subject.
- Internal candidates are requested to submit application along with a letter justifying their suitability for the position duly forwarded by their reporting Officers to HR Manager.
- Last date to submit the applications to the HR Manager is August 16, 2021.

Niranjan Swain

Dean Administration



Birla Institute of Technology & Science, Pilani
Hyderabad Campus
Jawahar Nagar, Shameerpet Mandal
Hyderabad 500078, Telangana, India

Tel: +91 40 6630 3999
Fax: +91 40 6630 3998
Email: gad@hyderabad.bits-pilani.ac.in
Web: <http://www.bits-pilani.ac.in/hyderabad>