



RECRUITMENT NOTICE

BITS Pilani, K. K. Birla Goa Campus invites applications for the position of **Technical Assistant**. The position details are as follows:

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Area of Operation	Higher Education
Post / Job Title	Technical Assistant
Job Type	Regular, Full time
Reporting to	Head of Department – Biological Sciences
Will also work very closely with	<u>Key Internal:</u> Faculty, Staff & Students <u>Key External:</u> Vendors
No. of Positions & Job Location	One Position in K.K. Birla Goa Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Setting up of and demonstrating fermentation-based laboratory experiments.• Assisting in teaching laboratories and classroom demonstrations.• Overseeing routine maintenance of laboratory equipment (including AMCs), inventory management and laboratory audit.• Assisting in procurement of laboratory equipment and materials - preparation of NFAs, seeking quotations from different vendors, following up with purchase & accounts departments till completion of procurement and payment to the vendors.• Looking after installation of and training on laboratory equipment.• Setting up and maintenance of LMS for laboratory usage in each semester.• Any other duties assigned by the Head of Department from time-to-time.
Qualification and Personal Profile	<ul style="list-style-type: none">• M.Sc. in any branch of Life Sciences with minimum 5 years OR B.Sc. (Industrial Biotechnology / Industrial Microbiology) with minimum 8 years of relevant experience. Experience in laboratory management will be an added advantage.• Engineering graduates from Biological / Chemical field with relevant experience may also apply.
Other Skill and Ability	<ul style="list-style-type: none">• Should have excellent knowledge and hands-on experience in handling fermenters and bio-reactors at lab scale as well as at pilot scale.



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Requirements	<ul style="list-style-type: none">• Should have the expertise to setup and demonstrate experiments in Fermentation technology.• Should have basic electrical and electronics knowledge for lab related maintenance.• Should be able to trouble shoot equipment snags in the laboratory.• Should be proficient in using computer software to deal with experiments with computer interfacing and setting up and maintenance of laboratory LMS pages.• Should be well-versed with computers especially MS-Office.• Should have good communication skills.• Should have the ability to work independently and as one of a team.• Should be punctual, methodical, organized and self-motivated.• Should exhibit a high degree of ownership, commitment and flexibility, should be able to put in extra hours as per work demands.
Compensation	Suitable candidate will be placed in Level 6 with a minimum pay of Rs. 35,400/- per month plus DA and other benefits as per Institute Norms.

Applications in the prescribed format (refer [Employment Application Form](#)) may be submitted along with copies of the testimonials to the office of Dean, Administration within 26-Sep-2021 or it may be emailed to hroffice@goa.bits-pilani.ac.in within the due date.

Dean, Administration