



**RECRUITMENT NOTICE**

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

<b>About BITS, Pilani</b>	<b>Birla Institute of Technology &amp; Science, (BITS Pilani)</b> is an Institution declared as Deemed to be University under <b>Sec. 3</b> of the <b>UGC Act</b> 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.
<b>Industry / Service</b>	Higher Education
<b>Post / Job Title</b>	<b>Technician</b>
<b>Job Type</b>	Regular, Full time
<b>Reporting to</b>	Head of Department – Humanities & Social Sciences
<b>Will also work very closely with</b>	<u>Key Internal:</u> Faculty, Staff & Students <u>Key External:</u> Vendors
<b>No. of Positions &amp; Job Location</b>	<b>One Position in K.K. Birla Goa Campus</b>
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Conceptualizing and executing narrations to create good quality videos and audios.</li><li>• Managing the Media laboratory.</li><li>• Setting up, operation and maintenance of the Media laboratory during each semester including tasks related to procurement, inventory management and audit.</li><li>• Setting up of lab equipment and maintaining equipment daily logs &amp; record books and other record keeping.</li><li>• Assisting in teaching laboratories and classroom demonstrations, planning of evaluation schedule.</li><li>• Assisting faculty members in preparing multimedia presentations for research purposes.</li><li>• Imparting training to students, whenever called for.</li><li>• Organizing conferences / workshops / seminars for the department.</li><li>• Maintaining the department website, coordinating and organizing content, updating events, writing reports, managing social networking sites for the department and disseminating the content created.</li><li>• Any other duties assigned by the Head of Department from time-to-time.</li></ul>
<b>Qualification and</b>	Degree / Diploma in Radio / TV / Film Technology / Animation / Multimedia /



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K K Birla Goa Campus

<b>Personal Profile</b>	Videography & Editing or related areas with minimum 1-3 years' of relevant experience. Exposure to Humanities & Social Sciences background will be an added advantage.
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"><li>• Should have strong knowledge about Video Editing, Audio Editing, Multimedia Presentations, Documentary Making, with a knack for narrative / story / script writing.</li><li>• Should be hands-on in visual storytelling as well as have a strong understanding of how to merge script and story with design.</li><li>• Should have a keen interest in the discipline of Humanities and Social Sciences.</li><li>• Should be well versed in Adobe Suite.</li><li>• Should be well-versed with computers, especially MS-Office.</li><li>• Should have excellent knowledge and hands-on experience in handling relevant equipment.</li><li>• Should have good communication skills.</li><li>• Should be punctual, methodical, organized, self-motivated and willing to learn.</li><li>• Should exhibit a high degree of ownership, commitment and flexibility, should be able to put in extra hours as per work demands.</li></ul>
<b>Compensation</b>	Suitable candidate will be placed in Level 4 with a minimum pay of Rs. 25,500/- 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](mailto:hroffice@goa.bits-pilani.ac.in) within the due date.

Dean, Administration