



RECRUITMENT NOTICE

BITS Pilani, K. K. Birla Goa Campus invites applications for the position of **Office 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.
Industry / Service	Higher Education
Post / Job Title	Office Assistant
Job Type	Regular, Full time
Reporting to	Associate Dean – Academic Undergraduate Studies Division (AUGSD)
Will also work very closely with	<u>Key Internal:</u> Faculty, Students
No. of Positions & Job Location	One Position in K.K. Birla Goa Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Handling all tasks related to Faculty Feedback process.• Entry & test of examination seating arrangements.• Extending ERP support to faculty for Grades Submission.• Administration of BITS-LMS• Generating various data reports for analysis.• Any other responsibility assigned by the Associate Dean from time to time.
Qualification and Personal Profile	<ul style="list-style-type: none">• B.E. (EEE / CS) / B.Tech. (EEE / CS) / BCA / B.Sc. (CS) with minimum 3 years of relevant experience.• Experience of working in an ERP environment and cloud computing is desirable. Prior experience in an office setting will be preferred.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Should have excellent knowledge and hands-on experience with computers especially MS-Office.• Should possess excellent IT and word-processing skills and ability to record data accurately and undertake data processing.• Should have good communication skills with a good command over English.• Should be punctual, methodical, organized and self-motivated.



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	<ul style="list-style-type: none">• Should exhibit a high degree of ownership, commitment and flexibility.• Should have the ability to work independently and as one of a team.
Compensation	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 within the due date.

Dean, Administration