



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

JOB DESCRIPTION

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Institution of Eminence Deemed to be University under Sec. 3 of the UGC Act and features in the world map as a renowned science and technology institute. BITS Pilani has campuses in Pilani, Dubai, Goa and Hyderabad.
Industry	Higher Education
Post/Job Title	Assistant Registrar
Job Type	Regular
Reporting to	Deputy Registrar
Will also work very closely with	Dean Administration and other departments of the Institute
Job Location	Hyderabad
No of Position	One
Principal Accountabilities	<ol style="list-style-type: none">1. Ensuring the overall safety and security of the campus.2. Managing vendors - Reviewing the services rendered by the campus vendors and to work for its improvement, and ensuring strict compliances to the statutory norms by the outsourced agencies and vendors operating on campus.3. Liaising and coordinating with the internal stakeholders and external agencies such as police, municipality officials, officials of water board, MRO etc.4. Facilitating execution of agreements/MoUs related to security services, manpower services and vendors.5. Facilitating conduct of meetings of important committees and to participate further in the same.6. Maintaining records of the institute7. Will be working with Deputy Registrar in discharging other functions.
Qualification, Experience and Personal Profiles	<ul style="list-style-type: none">• Post Graduate degree with minimum 60% marks aggregate.• Minimum 5 years of experience in administration at a supervisory level in higher educational Institution/University/ Government/reputed organisation.• Good Drafting and people skills, with evidence of being able to work collaboratively with the people and agencies• Strong knowledge of the working of a university and familiarity with the use of ERP and other computer packages.
Benefits	<ul style="list-style-type: none">• Suitable candidate will be placed in Level 10 with a minimum Basic pay of Rs. 56100/- per month plus DA, and other benefits as per the norms of the institute.



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>