



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

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 – Time Table
Job Type	Regular, Full time
Reporting to	Will report to Faculty Incharge – Time Table
Will also work very closely with	<u>Key Internal:</u> Faculty, Students
No. of Positions & Job Location	One Position in BITS Pilani Hyderabad Campus
Principal Accountabilities & Responsibilities	To support the smooth functioning of academic operations by assisting in timetable coordination, classroom maintenance, examination activities, room booking, reprographic services, office administration, and biometric system support. Classroom & Infrastructure Coordination - Monitor classroom readiness and coordinate maintenance of lights, fans, ACs, benches, projectors, computers, boards, doors, and windows. - Conduct classroom inspections and seating verification during examinations. - Maintain invigilator sign records during exams. Repro Room Management - Manage Xerox and printing operations, including troubleshooting minor machine issues. - Allocate repro room slots to faculty and ensure smooth scheduling. Room Booking & Scheduling - Handle classroom booking requests for academic activities. - Update and maintain room booking software and resolve scheduling conflicts. Timetable & ERP Support - Assist in updating timetable software and ERP systems. - Support timetable modifications and maintain records of schedule changes. Examination Support - Coordinate examination classroom arrangements and distribution of answer sheets/materials. - Assist with invigilator coordination and examination logistics.



Birla Institute of Technology & Science, Pilani
Hyderabad Campus
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Medchal-Malkajgiri District
Hyderabad 500078, Telangana, India

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	6. Store Room & Examination Materials - Manage storage and distribution of answer sheets, graph sheets, threads, and examination stationery. - Prepare examination material bundles and maintain stock records. 7. Office Administration - Assist in routine office work, documentation, approvals, and responding to student/faculty queries. - Maintain records and support academic office operations. 8. Biometric System Assistance - Support biometric registration and daily functioning of biometric systems. - Coordinate troubleshooting with IT support teams when required.
Qualification and Personal Profile	- Post Graduate with minimum 3 years or Graduate with 5 years of relevant experience in a in academic administration or office support preferred. - Familiarity with MS Office, ERP, and scheduling software. - Experience in academic administration, office assistance, timetable coordination, or related institutional support functions is preferred.
Other Skill and Ability Requirements	- Organizational and multitasking skills. - Good communication and coordination abilities. - Attention to detail and record maintenance. - Ability to work effectively during examination periods and under deadlines.
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.



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