



**Birla Institute of Technology & Science, Pilani**  
Hyderabad Campus  
General Administration Unit

**Job Description – Technician (Electrical)**

<b>About BITS, Pilani</b>	<b>Birla Institute of Technology &amp; Science, (BITS Pilani)</b> has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with its headquarters located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
<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>	Manager – MEP (Maintenance Unit)
<b>Will also work very closely with</b>	<u>Key Internal:</u> Faculty, Staff, Students, Campus Residents <u>Key External:</u> Vendors / Contractors, Goods suppliers
<b>No. of Positions &amp; Job Location</b>	<b>One Position in BITS Pilani, Hyderabad Campus</b>
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Operation &amp; maintenance of 33/11 kV and 11/0.44kV sub-stations.</li> <li>• Operation &amp; maintenance of transformers, earth pits and Air Break Switches.</li> <li>• Operation and Maintenance of 11kV Overhead and underground transmission line.</li> <li>• Operation &amp; synchronizing of DG sets, AMF panels, inspecting oil, fuel, coolant, noise levels, etc.</li> <li>• Operation &amp; maintenance of the elevators / lifts, bore motors &amp; pumps and monitoring of street lights &amp; campus illuminations.</li> <li>• Maintenance of the VCBs, ACBs, bus couplers, relays, switchgear protection systems.</li> <li>• Testing and maintaining electrical wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Diagnosing &amp; preventing breakdowns of malfunctioning systems, apparatus, and components, using test equipment and hand tools, to identify the cause of breakdown and replacing old wiring, and insulated cables, and carrying out repairs with safety.</li> <li>• Maintaining energy registers, documentation records of preventive maintenance, equipment AMC service reports, and timely reporting.</li> <li>• Executing scheduled maintenance plans, and infrastructure overhauling / services in coordination with the service providers for optimum efficiency of the electrical systems.</li> <li>• Any other duties assigned by the In-Charge from time to time.</li> </ul>
<b>Qualification and Personal Profile</b>	<p>Diploma in Electrical Engineering with 5 years <b>OR</b> ITI (Electrical) with 8 years of relevant experience in electrical maintenance systems.</p> <p><u>Desirable:</u> Wireman certificate</p> <p><i>Note: Qualification &amp; Experience criteria may be relaxed for exceptional candidates.</i></p>
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"> <li>• Should be technically driven to maintain smooth operation of Institute facilities and to handle any other responsibility, as and when decided by the management.</li> <li>• Should have the ability to communicate effectively across a range of stakeholders.</li> <li>• Should be punctual, methodical, organized, self-motivated and result-oriented.</li> <li>• Should be able to multi-task, set and reset priorities with direction or feedback from higher-ups and teammates.</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>	<p>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.</p>