BITS Pilani Dubai Campus	**Career Opportunity @ BITS Pilani, Dubai Campus**

Position Title	Administrative Assistant – Registrar Office
Appointment	Full-time
Reporting to	Head of Department
Department	Administration - Registrar Office
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering, technology and management education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and the Far East. BPDC is approved by the University Grants Commission and Ministry of Education, Government of India and by the Knowledge and Human Development Authority (KHDA), Government of Dubai. BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, Government of India. BITS Pilani, Dubai Campus has been awarded a 5-star rating by the Knowledge and Human Development Authority (KHDA) in partnership with QS in 2022, recognizing our excellence in teaching, research, employability, and internationalization. BPDC offers B.E & M.E programs in engineering and allied disciplines along with BBA (Hons) & M.B.A in management studies. BPDC also offers Ph.D. programmes in all disciplines, with nearly 2500 students from over 20 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 300 companies, facilitates

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	industry attachment for students in preparation for their future careers.
BPDC as a preferred workplace	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
Institutional Responsibilities and Accountabilities	• Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct. • Work in accordance with BPDC's policies and procedures including following safe work practices for self and others. • Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviour. • Actively engage in and embrace professional development opportunities. • Undertake any reasonable tasks as directed.
Job Purpose	To provide administrative and secretarial support to the Registrar's Office in the areas of academic administration, student records and certification, regulatory reporting, committee administration, institutional documentation, and stakeholder coordination, ensuring accurate records, timely follow-up, and efficient execution of assigned activities
Key Responsibility Areas	**1. Administrative & Secretarial Support** • Provide administrative and secretarial support for the day-to-day functioning of the Registrar's Office. • Draft office orders, notices, circulars, letters, meeting agendas, minutes, and other official communications for review and approval. • Maintain trackers for assignments, deadlines, follow-ups, and pending actions. • Coordinate meetings, appointments, and other administrative requirements. **2. Regulatory Compliance & Statutory Reporting** • Assist with compliance activities relating to KHDA, MoHESR, and other regulatory authorities. • Compile, verify, and maintain information and supporting documentation required for regulatory and statutory submissions. • Support institutional census reporting, HEDB/CHEDS data entry and validation, and statutory data updates.

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- Coordinate with relevant departments to obtain information required for regulatory submissions and maintain related records.

3. Student Records & Certification

- Process applications for Bonafide Certificates, NOCs, Course Completion Certificates, Degree Certificates, transcripts, and other official student documents.
- Verify student information and supporting records prior to issuance of official documents.
- Maintain accurate records of certificates issued and student documentation.
- Respond to routine student and stakeholder queries relating to Registrar's Office services.

4. Committee & Governance Administration

- Maintain the database of statutory, standing, academic, and administrative committees.
- Monitor committee tenure and provide timely reminders for renewal or reconstitution.
- Assist in preparing office orders for constitution, reconstitution, extension, and modification of committees.
- Maintain committee records, minutes, office orders, and related documentation.

5. Institutional Reports & Data Coordination

- Coordinate with academic and administrative departments to collect and consolidate information for:
  - Annual Reports
  - Academic Bulletins
  - Regulatory submissions
  - Institutional reports and publications
- Follow up with stakeholders to ensure timely submission and accuracy of required information.

6. Accreditation, Inspections & Institutional Events

- Assist with administrative arrangements for compliance visits, KHDA inspections, statutory audits, and other regulatory reviews.
- Support the compilation of required documents, evidence, schedules, and logistics for regulatory visits.
- Assist the Registrar's Office in organizing Convocation, Senate-related activities, and other institutional events.

7. Records & Office Administration

- Maintain confidential institutional, student, and official records in an organized and accessible manner.

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	• Ensure proper filing, indexing, retrieval, archiving, and version control of documents. • Update institutional databases, trackers, and records as required. • Handle routine correspondence and administrative follow-ups with internal and external stakeholders. • Perform general office administration, including scanning, photocopying, document movement, and filing. **8. Other Responsibilities** • Liaise with students, faculty, staff, alumni, government authorities, and other stakeholders on matters assigned by the Deputy Registrar. • Support improvements to administrative processes and office efficiency. Perform any other duties assigned by the Deputy Registrar from time to time
Competencies Required	• **Administrative & Organizational Skills:** Ability to organize, prioritize, and manage multiple assignments and deadlines. • **Documentation & Drafting:** Good drafting skills for official correspondence, notices, office orders, minutes, and reports. • **Data & Records Management:** Ability to accurately maintain records, databases, trackers, and institutional documentation. • **Regulatory Awareness:** Ability to understand and follow institutional policies, regulatory requirements, and statutory procedures. • **Communication & Coordination:** Strong written and verbal communication skills and ability to coordinate effectively with stakeholders. • **Confidentiality & Integrity:** High level of discretion, accuracy, confidentiality, and professional integrity. • **Technology Skills:** Proficiency in Microsoft Word, Excel, PowerPoint and Outlook, with the ability to use AI tools to draft correspondence, summarise documents and analyse data while verifying outputs for accuracy and safeguarding confidential information.
Educational qualification	Bachelor's Degree from a recognized university
Experience	• Minimum **2–3 years of relevant experience** in administrative support, academic administration, office administration, or secretarial functions. • Experience in a **higher education institution or a university** will be an added advantage.

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	• Experience in **student records, regulatory documentation, committee administration, or institutional reporting** will be an advantage.
Remuneration & benefits	Commensurate with qualifications and experience
Interested candidates meeting the above qualifications and experience must apply online at https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai by **9th December 2026**. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.	