



Birla Institute of Technology & Science, Pilani

Hyderabad Campus (An Institution of Eminence)

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. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry	Higher Education
Post/Job Title	Deputy Registrar, Gr II
Job Type	Regular
Reporting to	Registrar and Dean Administration, Hyderabad Campus
Relationships	- Internal: Director, Registrar, Dean (Administration), HR, Finance, Legal, academic and administrative departments, campus offices, statutory committees and other concerned institutional authorities. - External: Ministry of Education (MoE), UGC, AICTE, BCI, PCI, NAD, AISHE and academic institutions, Government departments, regulatory authorities, statutory agencies and other external organizations, as required.
Job Location	Hyderabad
No of Position	One
Essential Qualification	Master's Degree with at least 60% of the marks or an equivalent grade in a point scale wherever grading system is followed.
Essential Experience	Minimum 12 years of relevant administrative experience in a University / Higher Education Institution / Research Institution / Government organization after post-graduation out of which at least four years should have been as Assistant Registrar or an equivalent post. Out of the total experience, a minimum of 02 years should be in a position carrying Pay Level 10 (7th CPC) or equivalent pay scale.
Desirable	Currently serving as a Deputy Registrar in a Government or Private University, Higher Education Institution, or Research Institution.
Upper Age Limit	50 Years

Principal Accountabilities	The Deputy Registrar shall assist the Dean (Administration), Registrar and other competent authorities in ensuring the efficient functioning of the Hyderabad Campus Administration Office and coordinating institutional administrative, regulatory and governance activities. • Regulatory Compliance: Ensure compliance with MoE, UGC, AICTE, PCI, BCI, NAD and other regulatory requirements, including statutory reporting and mandatory disclosures. • Institutional Records: Maintain records of land, buildings, properties, approvals, policies, committee notifications and official proceedings. • Statutory Portals and Grievances: Monitor UTSAAH, AISHE Compliance, UGC e-Samadhan, Saksham, Anti-Ragging and SHe-Box portals; coordinate grievance redressal and statutory committees. • Institutional Governance: Coordinate statutory body meetings such as Senate, Examination Committee and etc; agendas, minutes, documentation and follow-up on decisions. • Official Correspondence: Manage correspondence and liaison with regulatory authorities, Government departments, universities and external agencies. • Data Management and Reporting: Coordinate campus-wide data collection, verification, consolidation and timely submission of reports. • Academic Credentials: Coordinate verification and issuance of degrees, diplomas and medals, including APAAR/ABC, NAD and DigiLocker compliance. • Agreements and MoUs: Coordinate preparation, processing, approvals and documentation of institutional agreements and collaborations. • General Administration: Coordinate establishment, service matters, legal issues, taxation and financial procedures with concerned departments. • Employee Benefits and Compliance: Coordinate PF, gratuity, insurance and other employee benefits in accordance with applicable regulations. • Convocation and Events: Coordinate convocation, institutional events, logistics, stakeholder engagement and credential distribution. • Staff Supervision: Supervise non-teaching staff, allocate duties, monitor performance and ensure accountability and timely completion of work. • Contractual and Commercial Services: Monitor outsourced personnel, service agencies and campus commercial establishments in accordance with institutional policies. • Process Improvement and Digitalisation: Streamline administrative processes through digital workflows, electronic records and compliance trackers. • Inter-Campus Coordination: Coordinate with Pilani, Goa, Mumbai and other institutional units for administrative consistency and regulatory compliance. • Other Responsibilities: Perform additional duties as assigned by the Dean (Administration), Registrar or other competent authority under institutional rules and policies.
Benefits	• Suitable candidate will be placed in Pay Level 12 with plus DA, and other benefits as per Institute Norms.