



BITS Pilani
Dubai Campus

Career Opportunity
@
BITS Pilani, Dubai Campus

Position Title	Senior Executive
Appointment	Full-time
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	<p>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.</p> <p>BPDC is approved by the University Grants Commission and Ministry of Human Resource Development, Government of India and by the Knowledge and Human Development Authority (KHDA), Government of Dubai.</p> <p>BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, Government of India.</p> <p>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.</p> <p>BPDC offers B.E, BBA, M.E., M.B.A. and Ph.D. programmes in various engineering and allied disciplines, with nearly 1500 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 400 companies, facilitates industry attachment for students in preparation for their future careers.</p>



BITS Pilani
Dubai Campus

Career Opportunity @ BITS Pilani, Dubai Campus

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	<ul style="list-style-type: none"> • 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 ensure optimal operation, maintenance, and utilization of advanced analytical and characterization instrumentation in the laboratory. The role involves hands-on handling of sophisticated instruments, user training, troubleshooting, vendor liaison, and support for research and academic activities by maintaining equipment performance and availability.
Key Responsibility Areas	<ul style="list-style-type: none"> • Instrument Operation and Management <ul style="list-style-type: none"> ○ Operate and supervise the use of instruments including but not limited to SEM, TEM, AFM, HPLC, HPTLC, GC-MS, Zetasizer, and Multiplate Reader. ○ Prepare, review, and update Standard Operating Procedures (SOPs) for instrument operation, calibration, and validation. ○ Ensure instruments are calibrated and validated as per SOPs and maintain corresponding records. • User Training & Support <ul style="list-style-type: none"> ○ Train undergraduate, postgraduate, and PhD students on sample preparation, instrument usage, data acquisition, and safety protocols. ○ Provide hands-on support to researchers during experimental runs and data analysis. • Maintenance & Upkeep <ul style="list-style-type: none"> ○ Conduct routine preventive maintenance and keep detailed maintenance logs.



BITS Pilani
Dubai Campus

Career Opportunity @ BITS Pilani, Dubai Campus

	<ul style="list-style-type: none"> ○ Identify faults and coordinate with service engineers for timely repairs. ○ Maintain a structured inventory of accessories, spares, and consumables. ○ Ensure equipment uptime through regular service and AMC follow-ups. • Administrative & Liaison Activities <ul style="list-style-type: none"> ○ Handle Annual Maintenance Contracts (AMCs) and coordinate service schedules. ○ Liaise with suppliers for procurement, installation, and upgrades of instruments. ○ Support internal audits and ensure compliance with quality and safety standards. • Documentation & Quality Compliance <ul style="list-style-type: none"> ○ Prepare and maintain documentation for all instruments, including SOPs for operation, calibration, and validation, logbooks, and maintenance records. ○ Ensure records are updated and compliant with accreditation and audit requirements (e.g. ISO). • Support for Research and Accreditation <ul style="list-style-type: none"> ○ Assist in the acquisition of high-quality analytical data for faculty and student research projects. ○ Support documentation and readiness for external reviews, inspections, or quality audits.
Competencies Required	<ul style="list-style-type: none"> • Technical Expertise: In-depth understanding and practical experience in handling advanced analytical instruments. • Documentation Skills: Ability to draft and maintain SOPs, calibration logs, and maintenance records. • Troubleshooting and Problem-Solving: Skilled in diagnosing and addressing equipment issues. • Communication and Training: Proficient in delivering training and guidance to students and researchers. • Organization and Planning: Capable of managing maintenance schedules, inventories, and service contracts. • Teamwork and Professionalism: Works well with academic and administrative staff in a research setting. • Quality and Compliance Orientation: Familiar with GLP, ISO, NABL standards and lab best practices.



BITS Pilani
Dubai Campus

Career Opportunity
@
BITS Pilani, Dubai Campus

Educational qualification	Essential: <ul style="list-style-type: none">• M.Sc./M.Tech. in Analytical Chemistry, Pharmaceutical Sciences, Materials Science, Nanotechnology, Physics, Instrumentation, or allied disciplines. Desirable: <ul style="list-style-type: none">• Familiarity with GLP, ISO, NABL, or similar quality systems.
Experience	<ul style="list-style-type: none">• Minimum 3 years of relevant experience operating and maintaining analytical instrumentation.• Prior experience in a central instrumentation facility or accredited laboratory environment.• Experience in preparing SOPs for calibration, validation, and operation of instruments.
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 **18-June-25**. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.