



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

JOB DESCRIPTION

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	Higher Education
Post/Job Title	Assistant Hostel Superintendent Gr-II The post is at supervisory level and calls for execution skills. The incumbent will be assisting Wardens and Chief Warden for the well-being of hostel residents and maintenance and supervise security arrangements of hostels.
Job Type	Regular Full time
Reporting to	Associate Dean SWD
Will also work very closely with	Warden and Chief Warden, Pilani campus
Job Location(No of position)	Two positions (one female + one male) in Pilani Campus
Principal Accountabilities & Responsibilities	- Will be required to assist the Warden and Chief Warden in looking after the general well being of the hostel inmates; assist in taking the hostel resident for medical treatments and informing the parent. - Will be required to ensure maintenance and cleanliness of the hostel premises. - The job requires staying inside the Girls/Boys hostel in a single accommodation. - They will also supervise the safety and security of the hostel, and report to Chief Warden / Chief Security Officer/ Associate Dean in any special requirement.
Qualification and Personal Profile	- The candidate must be a full time Graduate with a minimum experience of 8 years. - The candidate should have fluency in Hindi and English, both oral as well as written. - It is preferable that the candidate has a background in defense /allied services. - The candidate's experience in Para-medical services will be an added advantage. - This is not a conventional 9 to 5 role and will require someone with a very flexible approach to the tasks involved, in order to embrace the full scope of the role. The candidate: - Should have the required motivation in handling the day-to-day affairs of hostel residents. - Handle manpower (hostel workers etc.) efficiently - Must be a team player / good communicator. - Flexible and willing to work extra hours as and when required. - Should not be above 45 years of age as of 1st July 2026.
Annual Salary	Suitable candidate will be placed in Level 6 with a minimum pay of Rs. 35,400/- plus DA, plus Employer Provident Fund & other benefits as per Institute Norms.