



Birla Institute of Technology and Science, Pilani

Off-campus Programmes and Industry Engagement

JOB DESCRIPTION

About BITS, Pilani	Birla Institute of Technology & Science, Pilani 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 headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai. Work Integrated Learning Programmes (WILP) was established in 1979 focuses on providing continuing education to working professionals across different sectors. WILP has 45+ years of educating working professionals, 46+ programmes, 1,20,000+ working professionals graduated, 46,000+ working professionals enrolled.
Industry/Service	Higher Education
Post/Job Title	Assistant Manager – Examinations
Job Type	Regular, Full time
Reporting to	Associate Dean – Exams - WILP
Will also works very closely with	Faculty & Staff; Academic/ Programme Teams; IT Teams; Vendors/Suppliers
No. of positions	1
Job Location	Bangalore
Role Review	We are seeking a detail-oriented and analytical professional to support the Examination team in the Work Integrated Learning Programmes (WILP) Division. The role requires strong data-handling, coordination, communication, and process-follow-up capabilities. The candidate will support examination planning and execution, centre coordination, examination data management, reporting, and continuous process improvement, while working closely with academic, IT, faculty, and operational teams.
Principal Accountabilities & Responsibilities	• Support the planning, coordination, and execution of examination activities for WILP programmes across onsite and online/hybrid examination modes. • Assist in maintaining examination calendars, student communications, hall ticket processes, and examination center coordination. • Coordinate with examination centres, service providers, and internal teams to support smooth and timely examination delivery. • Support question paper-related coordination, including data collection, tracking, version control, and communication with faculty and academic teams. • Assist in maintaining examination records, answer sheet-related processes, evaluator coordination, and other examination documentation. • Monitor examination-day activities and promptly escalate operational issues, exceptions, and student-related concerns to the appropriate team. • Prepare and maintain trackers, dashboards, MIS reports, and operational data using MS Excel and other relevant tools. • Support data validation, analysis, and reporting for examination planning and post-examination review. • Assist in process audits, feedback collection, documentation, and implementation of process improvements. • Support examination logistics, including centre readiness, communication, coordination, and closure of operational requirements. • Assist in maintaining SOPs, checklists, and process documentation and ensure adherence to defined examination procedures. • Coordinate with multiple stakeholders and follow up on pending actions to ensure examination activities are completed within timelines.

	• Support preparation and processing of examination-related records and honorarium documentation.
Qualification and Personal Profile	• Postgraduate qualification in any discipline. • Relevant experience in research, data management, data validation, statistical analysis, or operational coordination. • Strong analytical and process-oriented approach with attention to accuracy and detail. • Good working knowledge of MS Excel and MS Word. • Good communication, teamwork, time management, coordination, and problem-solving skills. • Ability to manage multiple activities and timelines and work effectively with faculty, staff, students, and other stakeholders.
Other Skill and Ability Requirements	• Ability to work with large datasets and perform data cleaning, validation, and basic statistical analysis. • Ability to prepare tables, charts, trackers, and reports for operational and management review. • Ability to handle confidential examination and student-related information with care and accuracy. • Willingness to learn and work with examination management systems, digital platforms, workflows, and reporting tools. • Strong follow-up and coordination skills for managing activities involving multiple stakeholders. • Ability to work under time-sensitive conditions during examination cycles.