



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

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.
Industry	Higher Education
Post/Job Title	Assistant Security Officer
Job Type	Regular, Full time
Reporting to	Chief Security Officer (CSO), BITS Pilani
Will also work very closely with	Dean Administration, Pilani campus
No. of positions	One
Location	Pilani
Principal Responsibilities	- Assist the Chief Security Officer (CSO) in deploying security staff, including during special events, ensuring compliance with institutional systems and procedures. - Maintain accurate records related to duty rosters, compliance, processes, and staff deployments. - Conduct regular security audits and manage the issuance and control of visitor passes and work permits. - Oversee gate management, access control, vehicle regulation, parking, patrolling, surveillance, and vigilance across the Institute. - Ensure the safety and security of the Institute by responding promptly to alarms and emergencies, remaining alert to suspicious activities, and taking necessary preventive or corrective actions. - Maintain operational readiness of all security and safety systems — including fire alarms, CCTV, and surveillance equipment — through scheduled checks and preventive maintenance. - Implement and periodically review the Security and Safety Plan, formulating or updating Standard Operating Procedures (SOPs) as required. - Identify training needs and conduct regular training programs for security personnel and contingency teams such as the Emergency Response Team (ERT) and Evacuation Team. - Supervise and evaluate both outsourced and permanent security staff to ensure discipline, effective performance, and compliance with institutional standards. - Handle emergency situations efficiently, ensuring timely evacuation and restoration of normal operations. - Take prompt and appropriate action to neutralize or mitigate potential security threats. - Ensure proper frisking of employees, outsourced personnel, students, and visitors whenever necessary. - Investigate incidents of fire, theft, or security lapses, prepare detailed reports, and implement preventive measures to avoid recurrence. - Conduct day and night checks, ensuring effective patrolling and vigilance across the campus. - Maintain confidentiality, prevent pilferage, report irregularities, and ensure corrective measures are implemented. - Provide advisory support, guidance, and information to visitors and effectively address queries from stakeholders.
Qualification and Personal Profile	- Postgraduate / Graduate with a minimum of 8 years of relevant experience, or Retired Service Personnel (Officer / JCO or equivalent) with at least 2 years of relevant experience in the security field. Certificate course or formal training in Fire Safety is essential. - Should have basic working knowledge of MS Office. - Should have driving experience (preferably Jeep driving). Age below 50 years as on 1 January 2026.



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Other Skills and Abilities Required	• Personal Attributes: Compassionate, disciplined, and observant, with strong critical thinking and problem-solving abilities. • Interpersonal Competence: Excellent communication skills in English and Hindi, with strong interpersonal and convincing abilities. • Professional Integrity: Must possess a valid driving license and maintain a clear criminal record. • Community Awareness: Should have good knowledge of the local community and area.
Remuneration	Suitable candidate will be placed in Level 6 with a minimum pay of Rs. 35400/- per month plus DA, and other benefits as per Institute Norms.

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