



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 |
| Job Type | Regular |
| Post/Job Title | Asst. Store Keeper /Store Keeper |
| Reporting to | Unit Chief – Central Workshop |
| Will also work very close with | Relevant Internal & External Stakeholders. |
| No of positions | One |
| Job Location | Pilani |
| Principal Responsibilities | For Store Keeper/ Asst. Store Keeper the candidate must have sound knowledge and experiences in handling engineering store i.e. purchasing, issuing materials, passing bills, making gate passes, monthly statements, stock listing, inventory control, negotiation or bargaining, safety rules regulations about handling engineering store, maintaining stock ledger, editing and updating DBF and PRG files and also having sound knowledge about computer i.e. data entry, MS Word, Excel, tally prime, FoxPro, e-mails, etc. As central workshop work order's work is directly related to workshop office and shop floor management so the candidate must have sound knowledge about office for execution and smooth operations of work order's work. |
| Qualification and Experience | <ul style="list-style-type: none"> • For Asst. Store Keeper: Technical Graduate in Mechanical Engineering with 1 year of relevant experience or Technical Diploma in Mechanical Engineering with 2 years of minimum experience or ITI in Mechanical allied trades with 05 years of relevant working experience in engineering store in universities/institutes/industries. Relevant long continuous working experience in engineering store may be considered as qualifications or relaxation in qualifications for the internal working candidates. • For Store Keeper: Technical Graduate in Mechanical Engineering with 2 years of relevant experience or Technical Diploma in Mechanical Engineering with 5 years of minimum experience or ITI in Mechanical allied trades with 8 years of relevant working experience in engineering store in universities/institutes/industries. Relevant long continuous working experience may be considered as qualifications or relaxation in qualifications for the internal working candidates. • For both Asst. Store Keeper/ Store Keeper additional work experience in handling office work may be preferred. • Should be proficient in latest MS Office version, Tally and inventory management software. • Good Communication skills in English (verbal & written). • Should not be above 40 years of age as of 1st April 2025. <p>" The Director may, however, consider extraordinary circumstances for modifying the age limits. Age limits prescribed for the posts are not applicable for regular employees of the Institute."</p> |
| Remuneration | Suitable candidate will be placed in Level 3/4 based on experience & expertise with a minimum pay of Rs. 21700/- or Rs. 25500/- per month (as per the level fitment) plus DA, plus Employer Provident Fund & other benefits as per Institute Norms. |