



# Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

## JOB DESCRIPTION

<b>About BITS Pilani</b>	<b>Birla Institute of Technology &amp; Science, Pilani</b> 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 <b>Section 3</b> of the <b>UGC Act 1956</b> 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.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	Deputy Manager / Assistant Manager - Compliance and Data Protection (CDP)
<b>Job Type</b>	Regular
<b>Reporting to</b>	Registrar, BITS Pilani
<b>Will also work very closely with</b>	Joint/Deputy Registrars of campuses and the Legal & IT Cell
<b>No. of position</b>	<b>One</b>
<b>Location</b>	Multi-Campus, stationed at Pilani
<b>Principal Responsibilities</b>	<p>The Compliance and Data Protection Officer will be responsible for ensuring adherence to data protection regulations and compliance standards across all BITS Pilani campuses.</p> <p>Responsibilities for '<b>Data Protection</b>' include:</p> <ul style="list-style-type: none"><li>• <b>DPDP Act Compliance:</b> Ensure compliance with the Digital Personal Data Protection Act, 2023, and other legislations on data protection with a focus on secure handling of employee and institutional data.</li><li>• Conducting data privacy audits, impact assessments, and implementing remedial actions.</li><li>• Collaborating with the legal, IT, and compliance teams to update processes and policies.</li><li>• Providing training and awareness programs on data privacy for staff and students.</li><li>• Managing and responding to data subject access requests.</li><li>• Handling breaches of personally identifiable information (PII) and coordinating with relevant authorities.</li><li>• Developing and implementing the institute's data protection strategy, policies, and procedures.</li><li>• Advising on data protection aspects of new IT systems and procedures.</li></ul> <p>Responsibilities as a '<b>Compliance Officer</b>' include:</p> <ul style="list-style-type: none"><li>• <b>Labor Law Compliance</b> (The Employees' Provident Funds and Miscellaneous Provisions Act, 1952; The Shops and Establishments Act, 1948; The Industrial Disputes Act, 1947; The Payment of Wages Act, 1936; Building and Other Construction Workers Act; Any other relevant state and central labor laws, etc.)</li><li>• <b>Regulatory Compliance</b> Policies, guidelines, rules and regulations promulgated by MoE, UGC, AICTE, PCI, BCI, IoE, Public Trust, Section 8 Company, Society, etc. and Audits</li><li>• <b>Statutory Compliance</b> – Environmental, Safety, Pollution, Fire, Construction, etc.</li></ul>



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<b>Qualification &amp; Experience</b>	<p><b>Essential Qualifications &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>• <b>Post Graduate</b> with <b>5 years</b> of relevant experience or <b>Graduate in IT/Cyber Security/ Data Science</b> with <b>15 years</b> of relevant experience</li> <li>• Special diploma or certification in IT, Cybersecurity, Data Privacy, or related fields will be preferred.</li> <li>• Certifications such as <b>DCPP (DSCI Certified Privacy Professional)</b> and <b>DCPLA (DSCI Certified Privacy Lead Assessor)</b> certificate</li> </ul> <p><b>Desirable Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in implementing data privacy laws, IT skills, and regulations.</li> <li>• Proven track record of managing data protection strategies and compliance audits.</li> <li>• Experience of handling compliance matters at HEIs.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Should be below 45 years of age as of January 1, 2025.</b></li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of data privacy laws and practices, including GDPR and India's Digital Personal Data Protection Act, 2023.</li> <li>• Expertise in information lifecycle, risk management, and data security.</li> <li>• Ability to work with cross-functional teams, leadership, and communication skills.</li> <li>• Conversant with Ethical Practices, Risk Management, Reporting and Advisory, Breach and Incident Management, Policy Enforcement, etc.</li> </ul>
<b>Remuneration</b>	<p>A suitable candidate will be placed in <b>Level 9 or 10</b> based on experience &amp; expertise with a minimum pay of <b>Rs. 53100 /- or Rs. 56100/-</b> per month (as per the level fitment) plus DA, plus Employer Provident Fund &amp; other benefits as per Institute Norms</p>