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/Service	Higher Education
Post/Job Title	Deputy Manager / Assistant Manager - Compliance and Data Protection (CDP)
Job Type	Regular
Reporting to	Registrar, BITS Pilani
Will also work very closely with	Joint/Deputy Registrars of campuses and the Legal & IT Cell
No. of position	**One**
Location	Multi-Campus, stationed at Pilani
Principal Responsibilities	The Compliance and Data Protection Officer will be responsible for ensuring adherence to data protection regulations and compliance standards across all BITS Pilani campuses. Responsibilities for **'Data Protection'** include: • **DPDP Act Compliance**: 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. • Conducting data privacy audits, impact assessments, and implementing remedial actions. • Collaborating with the legal, IT, and compliance teams to update processes and policies. • Providing training and awareness programs on data privacy for staff and students. • Managing and responding to data subject access requests. • Handling breaches of personally identifiable information (PII) and coordinating with relevant authorities. • Developing and implementing the institute's data protection strategy, policies, and procedures. • Advising on data protection aspects of new IT systems and procedures. Responsibilities as a **'Compliance Officer'** include: • **Labor Law Compliance** (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.) • **Regulatory Compliance** Policies, guidelines, rules and regulations promulgated by MoE, UGC, AICTE, PCI, BCI, IoE, Public Trust, Section 8 Company, Society, etc. and Audits • **Statutory Compliance** – Environmental, Safety, Pollution, Fire, Construction, etc.

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Qualification & Experience	**Essential Qualifications & Experience:** • **M.E / M. Tech in IT/ Cyber Security/Data Science** with **5 years** of relevant experience or **B.E. / B. Tech in IT/Cyber Security/ Data Science** with **15 years** of relevant experience • Special diploma or certification in IT, Cybersecurity, Data Privacy, or related fields will be preferred. • Certifications such as **DCPP (DSCI Certified Privacy Professional)** and **DCPLA (DSCI Certified Privacy Lead Assessor)** certificate **Desirable Experience:** • Experience in implementing data privacy laws, IT skills, and regulations. • Proven track record of managing data protection strategies and compliance audits. • Experience of handling compliance matters at HEIs. • **Should be below 45 years of age as of January 1, 2025.**
Skills and Competencies	• Strong knowledge of data privacy laws and practices, including GDPR and India's Digital Personal Data Protection Act, 2023. • Expertise in information lifecycle, risk management, and data security. • Ability to work with cross-functional teams, leadership, and communication skills. • Conversant with Ethical Practices, Risk Management, Reporting and Advisory, Breach and Incident Management, Policy Enforcement, etc.
Remuneration	A suitable candidate will be placed in **Level 9 or 10** based on experience & expertise with a minimum pay of **Rs. 53100 /-** or **Rs. 56100/-** per month (as per the level fitment) plus DA, plus Employer Provident Fund & other benefits as per Institute Norms