# Birla Institute of Technology & Science, Pilani

(**An Institution of Eminence**)

Pilani Campus

## JOB DESCRIPTION

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| **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** | Maintenance Assistant, Gr-I |
| **Reporting to** | **Unit Chief, Workshop** |
| **Will also work very close with** | Relevant Internal & External Stakeholders. |
| **No of positions** | **One** |
| **Job Location** | **Pilani** |
| **Principal Responsibilities** | As a Maintenance Assistant, Gr-I, Key responsibilities and required competencies include:<br>• Operation, troubleshooting, repair, and maintenance of conventional machine tools (lathe, milling, drilling, grinding, shaping, etc.) as well as advanced/CNC machines, precision measuring instruments, and modern workshop equipment.<br>• Handling, maintenance, and basic troubleshooting of equipment in automation-related laboratories, including PLC systems, industrial robotics, mechatronics setups, pneumatic/hydraulic systems, sensors, actuators, SCADA/HMI interfaces, and other Industry 4.0-enabled devices.<br>• Assisting shop instructors/faculty during practical classes and laboratory sessions by preparing machine setups, selecting and arranging tools, fixtures, raw materials, and ensuring readiness of workstations.<br>• Supporting Research Scholars (RS), Higher Degree (HD), and Undergraduate (UG) students in the execution of projects and mini-projects — including setup of experimental arrangements, fabrication support, integration of automation components, testing, and safe operation of relevant machines/equipment.<br>• Executing work orders and maintenance tasks assigned by shop-floor/lab management from time to time, ensuring timely completion with quality and safety compliance.<br>• Maintaining cleanliness, 5S standards, inventory of tools/spares, and proper documentation of maintenance activities in both conventional workshops and advanced technology/automation labs.<br>• Good knowledge of written and spoken English.<br>• Ability to operate a computer with working knowledge of MS Office and relevant programs applicable to the role. |
| **Behavioral Competencies** | • Stakeholder & Service Orientation<br>• Collaboration & Institutional Partnership<br>• Ownership & Accountability<br>• Continuous Learning & Digital Agility<br>• Adaptability & Change Readiness<br>• People Development & Empowerment<br>• Execution & Operational Excellence |

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| **Qualification and Experience** | • **For Maintenance Assistant, Gr-I the candidate must either Diploma (02)/ ITI (05) years of minimum working experience in any universities/institutes/industries.**<br>• **Working ability and relevant experience in all the sub shops of the central workshop will be preferred.**<br>• **Highly experienced and Technical Graduate people may be given preference.**<br>• Should not be above 40 years of age as of 1st November 2026. |
| **Remuneration** | Suitable candidate will be placed in Level 2 with a minimum pay of Rs. 19900/- per month plus DA & other benefits as per Institute Norms. |