



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	Office Assistant (CPU)
Job Type	Regular, Full time
Reporting to	Unit Chief – Central Purchase Unit
Will also work very closely with	Key Internal: Faculty, Staff, Accounts, All Concerned Officers of the Institute for their requirements Key External: Vendor
No. of position	One
Location	Pilani
Principal Responsibilities	<ul style="list-style-type: none"> Tracking And Maintaining the Administrative Approvals Related to Procurement of Material / Services. Preparing Quotation Letter, Purchase Orders, Comparative Statement, Vendor Master, Maintaining the Vendor's Registration Details Responsible for Accounting Entries, Maintenance of Receipt of the Goods, Challan and Invoice, Store Items/ Inventory Management Following up with Vendors for Delivery Schedule, Material Receipt and Issuing Management Office Stock-Ledger Maintenance, Expense Accounting, Bill Passing, Party Advance Status etc. Managing Office Work, Data Compilation, and Record Keeping. Expected to get Involved in Audit – Statutory and Internal Any other Responsibility assigned by the In-Charge from time to time.
Other Skill and Ability Requirements	<ul style="list-style-type: none"> Should be computer savvy and be conversant with MS-Office. Should possess good communication and interpersonal skills. Should be punctual, methodical, organized and self-motivated. Should exhibit a high degree of ownership, commitment and flexibility Should have the ability to work independently and as one of a team. Should be able to put in extra hours as per work demands.
Qualification and Experience	<ul style="list-style-type: none"> Graduate in any discipline with a minimum of 3 years of relevant experience. Prior experience in education Institute may be preferred. Should have advanced Skills in MS Office (Word, Excel and Power Point). Should have working exposure of ERP (Peoplesoft) Should not be above 35 years of age as of 1st Jun 2025.
Remuneration	Suitable candidate will be placed in Level 4 with a minimum pay of Rs. 25500/- per month plus DA & other benefits as per Institute Norms.