



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