



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

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	Higher Education
Job Type	Regular
Post/Job Title	Office Assistant
Reporting to :	Associate Dean – Grants, Consultancy and Industrial Research Division
Will also work very close with:	<u>Key Internal:</u> Faculty, Registrar, Accounts <u>Key External:</u> Funding Agencies
No of positions	One
Job Location	Pilani
Principal Responsibilities	<ul style="list-style-type: none">• Preparing various types of Notes for Approvals (NFAs)• Maintaining data of the NFAs moved through the GCIR office.• Collection of papers and submission of documents to other departments such as Purchase, Stores, Accounts etc.• Preparation of UCs for the sanctioned projects, as required by the funding agency.• Keeping record of files for sanction letters, UCs and other routine document work.• Handling complete administrative functions of the Research Support Office to support routine operations.• Any other responsibility assign by the Associate Dean from time to time.
Qualification and Experience	<ul style="list-style-type: none">• Graduate in any discipline with a minimum of 3 years of experience in an office setting.• Prior experience in education Institute may be preferred.• Should not be above 40 years of age as of 30st June 2024.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Should have excellent knowledge and hands-on experience with computers especially MS-Office/google services such as sheet, forms, doc, drive etc.• Should possess excellent IT and word-processing skills and ability to record data accurately and undertake data processing. Basic knowledge website maintenance.• Should possess good command over English.• Should have good communication skills.
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.