



# Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

## JOB DESCRIPTION

<b>About BITS Pilani</b>	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 <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</b>	Higher Education
<b>Post/Job Title</b>	<b>Office Assistant</b>
<b>Job Type</b>	Regular, Full time
<b>Reporting to</b>	<b>Head HR, Pilani Campus</b>
<b>Will also work very closely with</b>	Relevant stakeholders both Internal and External
<b>No of Position</b>	<b>1</b>
<b>Location</b>	Pilani
<b>Principal Responsibilities</b>	<ul style="list-style-type: none"> <li>Attendance Management through online and offline mode               <ul style="list-style-type: none"> <li>➤ Bio-matrix registration of the employees as and when required</li> <li>➤ Monitoring of daily attendance and do the necessary correction/updates if required.</li> <li>➤ Provides attendance input for payroll processing.</li> <li>➤ Overtime calculation</li> </ul> </li> <li>Processing of various bills / reimbursement (online / offline) as per the processes and policies</li> <li>To provide support or various inputs with regards to automation of processes wherever required.</li> <li>HRIS, MIS &amp; Reports, working on ERP (Peoplesoft)</li> <li>Exit Management – Initiating No dues formalities and to provide Full and Final input for payroll processing.</li> <li>Payroll processing.</li> <li>Performs additional duties as and when required.</li> </ul>
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"> <li>Should have advanced Skills in MS Office (Word, Excel and Power Point).</li> <li>Should have good communication skills.</li> <li>Should have working exposure of ERP (Peoplesoft)</li> </ul>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"> <li>MBA in HR or Business Administration with minimum 1 years of experience.</li> <li>Prior experience in education Institute may be preferred.</li> <li>Should not be above 30 years of age as on 1<sup>st</sup> September 2025.</li> </ul>
<b>Remuneration</b>	A suitable candidate will be placed in <b>Level 4</b> based on experience & expertise with a minimum pay of <b>Rs. 25,500/-</b> per month plus DA & other benefits as per Institute Norms.