



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, and Hyderabad.
Industry/Service	Higher Education
Post/Job Title	Office Assistant in General Administration Unit
Job Type	Regular
Reporting to	Registrar, BITS Pilani
Will also work very closely with	Deputy Registrar and Assistant Registrar
No. of position	One
Location	Pilani
Principal Responsibilities	<ul style="list-style-type: none"> • Drafting and issuing Notifications, Office Orders, Circulars, reports, presentations, and other official communications. • Coordinating the constitution, renewal, and maintenance of records of statutory and non-statutory committees of the Institute. • Compiling and maintaining institutional data required for national surveys, rankings, awards, and other statutory or regulatory submissions. • Managing records of Memoranda of Understanding (MoUs), online tracking systems, digital records, preparing periodic status reports, and providing administrative support for statutory meetings (such as Senate, Examination Committee etc.) and related documentation. • Handling institutional submissions, responses, and updates on regulatory and statutory portals, including UGC and other government platforms. • Coordinating with banks for KYC compliance, updating authorized signatories, submission of resolutions, and maintenance of banking-related records. • Coordinating Institute events and official meetings, including arrangements with external venues and agencies as required. • Providing administrative support for student disciplinary matters, appeals, committee proceedings, and maintenance of related records. • Maintaining records of institutional insurance policies and coordinating timely renewals of various insurance coverages. • Assisting in Convocation-related activities, including preparation, documentation, distribution of degrees, and post-convocation dispatch of uncollected certificates. • Maintaining inventory records and coordinating the distribution and dispatch of commemorative items and other Institute materials. • Any other duties and responsibilities assigned by the Institute Authorities from time to time.
Qualification and Experience	<ul style="list-style-type: none"> • Full Time Graduate in Commerce, Business Administration, Management, Public Administration, Economics, Arts, Science, Computer Applications, Computer Science, Information Technology, Human Resource Management, Personnel Management, or Office Management from a recognized University, with a minimum of 3 years of post-qualification relevant experience in office administration, compliance management, records management, correspondence handling, or related administrative functions. • Prior experience in educational Institutes will be preferred. • Proficiency in MS Word, MS Excel, and knowledge of computer operations including handling standard office equipment. • Good written and verbal communication skills in English and Hindi • Should not be above 35 years of age as of 1st June 2026
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.