



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	Higher Education
Job Type	CTC The appointment will be on a contractual basis for an initial period of three years. The contract may be extended further, subject to satisfactory performance.
Post/Job Title	Office Assistant (Legal)
Reporting to	Registrar, BITS Pilani
Will also work very close with	Internal and External stakeholders.
No of positions	One
Job Location	Multi-Campus, Based at Pilani
Principal Responsibilities	<ul style="list-style-type: none">• Land & Property: Assist in the scrutiny of land records, title deeds, compliance with statutory requirements, and coordination with government authorities.• Industrial Relations & Discipline Matters: Provide support in grievance handling, departmental inquiries, and drafting/vetting of legal documents related to employee and student discipline.• PoSH & Disciplinary Proceedings: Assist the ICC in PoSH cases and ensure legally compliant handling of student disciplinary matters.• Contracts & Documentation: Draft, review, and maintain MoUs, NDAs, service agreements, and other institutional contracts with timely renewals.• Litigation & Complaints: Assist in drafting complaints/FIRs, conduct legal research, prepare briefs, and liaise with external legal counsel.
Key Skills	<ul style="list-style-type: none">• Strong drafting skills for legal notices, agreements, complaints, and inquiry reports.• Ability to present cases before quasi-judicial authorities effectively.• Knowledge of Indian laws applicable to educational institutions, labour laws, land laws, and IPR.• Proficiency in drafting legal notices, agreements, complaints, and inquiry reports.• Strong legal research and case analysis skills.• Basic Computer skills
Qualification and Experience	<ul style="list-style-type: none">• Bachelor's degree in Law (LLB) from a recognized university.• 3 to 5 years of experience in legal advisory and/or litigation. Experience in handling industrial relations, higher educational institutions, land matters will be an advantage.
Remuneration	Suitable candidate will be placed with a CTC up to Rs. 5.00 lakh per annum based on experience and expertise.