



# Birla Institute of Technology & Science, Pilani

An Institution of Eminence

Pilani Campus

## JOB DESCRIPTION

<b>About BITS, Pilani</b>	<p><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 of the 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.</p>
<b>Industry</b>	Higher Education
<b>Job Type</b>	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.
<b>Post/Job Title</b>	<b>Office Assistant (Legal)</b>
<b>Reporting to</b>	<b>Registrar, BITS Pilani</b>
<b>Will also work very close with</b>	Internal and External stakeholders.
<b>No of positions</b>	One
<b>Job Location</b>	Multi-Campus, Based at Pilani
<b>Principal Responsibilities</b>	<ul style="list-style-type: none"><li>• Land &amp; Property: Assist in the scrutiny of land records, title deeds, compliance with statutory requirements, and coordination with government authorities.</li><li>• Industrial Relations &amp; Discipline Matters: Provide support in grievance handling, departmental inquiries, and drafting/vetting of legal documents related to employee and student discipline.</li><li>• PoSH &amp; Disciplinary Proceedings: Assist the ICC in PoSH cases and ensure legally compliant handling of student disciplinary matters.</li><li>• Contracts &amp; Documentation: Draft, review, and maintain MoUs, NDAs, service agreements, and other institutional contracts with timely renewals.</li><li>• Litigation &amp; Complaints: Assist in drafting complaints/FIRs, conduct legal research, prepare briefs, and liaise with external legal counsel.</li></ul>
<b>Key Skills</b>	<ul style="list-style-type: none"><li>• Strong drafting skills for legal notices, agreements, complaints, and inquiry reports.</li><li>• Ability to present cases before quasi-judicial authorities effectively.</li><li>• Knowledge of Indian laws applicable to educational institutions, labour laws, land laws, and IPR.</li><li>• Proficiency in drafting legal notices, agreements, complaints, and inquiry reports.</li><li>• Strong legal research and case analysis skills.</li><li>• Basic Computer skills</li></ul>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"><li>• <b>Bachelor's degree in Law (LLB)</b> from a recognized university.</li><li>• <b>1 to 3 years of experience</b> in legal advisory and/or litigation. Experience in handling industrial relations, higher educational institutions, land matters will be an advantage.</li></ul>
<b>Remuneration</b>	Suitable candidate will be placed with a <b>CTC up to Rs. 5.00 lakh</b> per annum based on experience and expertise.