



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	Sr. Security Guard – Gr II (Male)
Job Type	Regular, Full time
Reporting to	Chief Security Officer – Pilani Campus
No. of position	One
Location	Pilani
Principal Responsibilities	<ul style="list-style-type: none">• Gate management and access control, vehicle control, crowd control etc.• Patrolling, static guard duty, Firefighting, public dealing, loss control, pilferage control and other security duties as per requirements.• Implementation of security policy, standards, guidelines, and procedures to ensure the highest standards of security on the institute premises.• Report any suspicious behaviors and happenings.• Look after the institute property, students and staff members by maintaining safety.• Take accounts of unusual occurrences and make reports.
Other Skills Required	<ul style="list-style-type: none">• Should be well versed in all aspects of Security including Movement of Men and Materials, CCTV monitoring, Access Control Systems, Gate management, Documentation, Firefighting and equipment etc.• Good communication skills• A person of high personal integrity, moral values and hardworking.• Should have sound health and good physique.• Should be ready to work in any shift at odd hours, if required, to stay back• Good understanding of legal guidelines for area security and public safety.
Qualification and Experience	<ul style="list-style-type: none">• Graduate retired service personnel (NCO or equivalent) with a minimum of 3 years of experience in the civil security field, or a Graduate with 10 years of relevant experience and holding an NCC "C" certificate.• Should be below 40 years of age as of January 1, 2025.• Trained in First Aid/BLS and self-defence.• Mandatory certification or training in fire safety, with a strong understanding of the subject.• Proficient in basic MS Office applications, with experience in office work.• Must possess a valid driving license and be proficient in driving both a jeep and a motorcycle.• Must have a clean criminal record.
Remuneration	Suitable candidates will be placed in Level 1 with minimum pay of Rs. 18000/- per month plus DA & other benefits as per Institute Norms.