



# Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

## JOB DESCRIPTION

<b>About BITS Pilani</b>	<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</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, and Hyderabad.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	<b>Sr. Security Guard – Gr II (Female)</b>
<b>Job Type</b>	Regular, Full time
<b>Reporting to</b>	Chief Security Officer – Pilani Campus
<b>No. of position</b>	<b>One</b>
<b>Location</b>	<b>Pilani</b>
<b>Principal Responsibilities</b>	<ul style="list-style-type: none"><li>• Gate management &amp; access control, patrolling, searching, frisking and crowd control etc.</li><li>• Firefighting, public dealing, loss control, pilferage control, traffic control and other security duties as per requirements.</li><li>• Implementation of security policy, standards, guidelines, and procedures to ensure the highest standards of security on the institute premises.</li><li>• Report any suspicious behaviors and happenings.</li><li>• Look after the institute property, students and staff members by maintaining safety.</li><li>• Take accounts of unusual occurrences and make reports.</li></ul>
<b>Other Skills Required</b>	<ul style="list-style-type: none"><li>• Should be well versed in all aspects of Security including Movement of Men and Materials, CCTV monitoring, Access Control Systems, Firefighting equipment etc.</li><li>• Good communication skills</li><li>• A person of high personal integrity, moral values and hardworking.</li><li>• Should have sound health and good physique.</li><li>• Should be ready to work in any shift at odd hours, if required, to stay back.</li><li>• Good understanding of legal guidelines for area security and public safety.</li></ul>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"><li>• Senior Secondary (10+2) with at least 5 years of experience as a Security Guard in any reputed Higher Education Institute, or a Graduate with NCC "C" Certificate.</li><li>• Trained in First Aid / Basic Life Support (BLS) and self-defense.</li><li>• Age should not exceed 30 years as on 1<sup>st</sup> January 2026.</li><li>• Preference will be given to candidates holding an NCC 'C' Certificate.</li></ul> <p>The Director, however, may consider extraordinary circumstances for relaxation of the age limit.</p>
<b>Remuneration</b>	Suitable candidates will be placed in Level 1 with minimum pay of Rs. 18000/- per month plus DA & other benefits as per Institute Norms.