



# Birla Institute of Technology & Science, Pilani

An Institution of Eminence

Pilani Campus

## 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, Hyderabad and Mumbai.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	<b>Sr. Office Assistant - Academic Undergraduate Studies Division</b>
<b>Job Type</b>	Regular, Full time
<b>Reporting to</b>	<b>Associate Dean – AUGSD</b>
<b>Will also work very closely with</b>	Key Internal: Office staff of Associate Deans – AUGSD, Faculty, Students
<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>• Academic Operations &amp; Student Records</li><li>• Examinations and Evaluation Support</li><li>• Transcript, Certificate, and Graduation Services</li><li>• Liaison and Compliance</li><li>• Student &amp; Faculty Support</li><li>• Process Improvement &amp; Automation</li></ul>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"><li>• <b>Bachelor's degree</b> (preferably in education administration, engineering, or management) with <b>5 years of relevant experience</b> or <b>Master's degree</b> (preferably in education administration, engineering, or management) with <b>2 years of relevant experience</b> in academic administration, preferably in a reputed higher education institute.</li></ul>
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"><li>• Should have excellent knowledge and hands-on experience with computers especially MS-Office and ERP software.</li><li>• Should possess excellent IT and word-processing skills and ability to record data accurately and undertake data processing.</li><li>• Maintenance of record</li><li>• Should have good communication skills with a good command over English.</li><li>• Should be punctual, methodical, organized and self-motivated.</li><li>• Should exhibit a high degree of ownership, commitment and flexibility.</li><li>• Should have the ability to work independently and as a team member.</li><li>• <b>Below 35 years of age as on 1 May 2026.</b></li></ul> <p>" The Director may, however, consider extraordinary circumstances for modifying the age limits."</p>
<b>Remuneration</b>	A suitable candidate will be placed in <b>Level 5</b> based on experience & expertise with a minimum pay of <b>Rs. 29,200/-</b> per month plus DA & other benefits as per Institute Norms.