



# 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</b>	Higher Education
<b>Job Type</b>	Regular
<b>Post/Job Title</b>	Senior Officer
<b>Reporting to</b>	<b>Registrar, BITS Pilani</b>
<b>Will also work very close with</b>	Relevant Internal & External Stakeholders.
<b>No of positions</b>	<b>One</b>
<b>Job Location</b>	<b>Pilani</b>
<b>Principal Responsibilities</b>	<ul style="list-style-type: none"><li>• <b>Academic Governance:</b> Convening statutory bodies (BoG, Senate, Finance Committee, Research Board, Examination Committees); drafting agenda notes, recording minutes, and tracking compliance actions.</li><li>• <b>Examination Administration:</b> Handling Unfair Means (UFM) cases and ensuring strict adherence to academic ordinances and examination regulations.</li><li>• <b>Academic Records &amp; Certifications:</b> Managing issuance, verification, and custody of degrees, diplomas, provisional certificates, PhD records, medals, and confidential academic documentation.</li><li>• <b>Convocation &amp; Security Documentation:</b> Administering medals, holograms, convocation records, and secure inventory systems.</li><li>• <b>Inter-Campus Coordination &amp; Dispatch:</b> Liaising with campuses/divisions for student data, dues clearance, and timely dispatch of certificates and convocation materials.</li><li>• <b>Official Communication &amp; Liaison:</b> Drafting notifications, circulars, and office orders; coordinating with regulatory bodies such as UGC, AIU, MoE, and other universities.</li><li>• <b>Statutory &amp; Legal Compliance:</b> Ensuring adherence to regulations, maintaining legal/property records, and addressing audit and court-related matters.</li><li>• <b>Institutional Documentation &amp; Data Management:</b> Maintaining governance records, MoUs, and policy documents; compiling data for audits, accreditation, and institutional reporting.</li><li>• The incumbent supports the Registrar in ensuring effective academic governance, statutory compliance, records management, institutional coordination, and regulatory liaison across campuses. The role requires high standards of confidentiality, administrative precision, and compliance with institutional statutes and government regulations.</li></ul>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"><li>• <b>Graduate with 12 year of</b> post-qualification experience <b>or Post Graduate with 4 years of</b> post-qualification relevant experience</li><li>• Should not be above 40 years of age as of 1<sup>st</sup> April 2026.</li></ul> " The Director may, however, consider extraordinary circumstances for modifying the age limits.
<b>Desirable Experience</b>	Experience in academic administration at reputed institutions, including statutory compliance, examinations, and governance; familiarity with regulatory norms (UGC/AIU/MoE), handling institutional records, and working with ERP-based administrative systems.
<b>Remuneration</b>	Suitable candidate will be placed in Level 8 with a minimum pay of Rs. 47600/- per month plus DA & other benefits as per Institute Norms.