



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

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, Hyderabad and Mumbai.
Industry	Higher Education
Job Type	Regular
Post/Job Title	Asst. Store Keeper/Store Keeper
Reporting to	Unit Chief – Workshop
Will also work very close with	Relevant Internal & External Stakeholders.
No of positions	One
Job Location	Pilani
Principal Responsibilities	Sound knowledge and experiences in handling engineering store i.e. purchasing, issuing materials, passing bills, making gate passes, monthly statements, stock listing, inventory control, safety rules regulations about handling engineering store and also having knowledge about computer i.e. data entry, MS Word, Excel, FoxPro, inventory management software, e mails etc.
Qualification and Experience	<ul style="list-style-type: none"> • Technical Graduate with 1 year of relevant experience or Technical Diploma with 4 to 5 years of minimum experience or Science Graduate with minimum 2 to 3 years of relevant experience. • Additional work experience in handling office work may be preferred. • Should be proficient in MS Office. • Should not be above 40 years of age as of 1st March 2025. <p>" The Director may, however, consider extraordinary circumstances for modifying the age limits. Age limits prescribed for the posts are not applicable for regular employees of the Institute."</p>
Remuneration	Suitable candidate will be placed in Level 3/4 based on experience & expertise with a minimum pay of Rs. 21700/- or Rs. 25500/- per month (as per the level fitment) plus DA, plus Employer Provident Fund & other benefits as per Institute Norms.