



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, Hyderabad and Mumbai.
Industry/Service	Higher Education
Post/Job Title	Driver
Job Type	Regular, Full time
Reporting to	FIC – TSS
Will also work very closely with	Internal and External stakeholders as per the job requirement
No. of position	One
Location	Pilani
Principal Responsibilities / Functional Competencies	• Advanced Driving Skills • Road Safety & Traffic Regulations • Route Planning & Navigation • Vehicle Operation & Control • Vehicle Maintenance & Inspection • Emergency & Breakdown Management • Trip & Vehicle Documentation • Vehicle Safety & Security • Digital & Communication Skills • Proficiency in using GPS, mobile communication and other relevant digital tools for navigation, coordination and official duties. • Regulatory Compliance
Behavioral Competencies	• Stakeholder & Service Orientation • Collaboration & Institutional Partnership • Ownership & Accountability • Continuous Learning & Digital Agility • Adaptability & Change Readiness • People Development & Empowerment • Execution & Operational Excellence
Qualification and Experience	• 12th pass (Regular) with 10 years of experience as driver with education Institute/University • Should have a valid Driving License from competent Government authorities. • Below 45 years of age as on 1st October 2026. The Director, being the competent authority, may, in accordance with the applicable recruitment rules, consider relaxation in the prescribed age limit and/or experience requirements for Internal candidates, wherever permissible”.
Remuneration	Suitable candidate will be placed in Level 3 with a minimum pay of Rs. 21700/- per month plus DA & other benefits as per Institute Norms.