



# Birla Institute of Technology & Science, Pilani

## K K Birla Goa Campus

### JOB NOTIFICATION FOR NON-TEACHING POSITIONS

BITS Pilani, K K Birla Goa Campus invites applications for the following non-teaching positions:

Sr. No.	Position	No. of Positions	Level	Pay Details	Qualification & Experience
1	Manager – Innovation Programs & Intellectual Property Rights	1	11	<b>Entry Pay:</b> Rs. 67,700 plus DA & other benefits as per Institute Norms.	<ul style="list-style-type: none"><li>• Masters in Engineering <b>OR</b> Post Graduate in Management with minimum 7 years of relevant experience in areas like Event Management / B2B Marketing &amp; Sales / Marketing &amp; PR Agencies / B2B Industry / General Administration / Managing Communities at Co-working Spaces / Cross-functional Team Facilitation / Community building / Operations and Program Management.</li><li>• The candidate should be dynamic with, both an Industrial and a Startup Ecosystem backgrounds.</li><li>• Practical prior experience in handling Patents, Trade Marks, Copyrights, Patent Portfolio Management &amp; Design Laws and experience in an Educational Institute or a University would be an added advantage.</li></ul>
2	Manager	1	11	<b>Entry Pay:</b> Rs. 67,700 plus DA & other benefits as per Institute Norms.	<ul style="list-style-type: none"><li>• Post Graduate in any discipline with minimum 7 years of demonstrated experience in independently conceptualizing, designing and executing events.</li><li>• Experience of working in an event management agency or industry bodies such as NASSCOM, CII, FICCI or managing communities at co-working spaces etc. would be an added advantage.</li><li>• Experience in an educational institution or a university experience would be a plus.</li></ul>
3	Office Assistant	1	4	<b>Entry Pay:</b> Rs. 25,500 plus DA & other benefits as per Institute Norms.	<ul style="list-style-type: none"><li>• Graduate in any discipline with minimum 3 years of relevant experience.</li><li>• Preference will be given to candidates with prior experience in an office setting.</li></ul>
4	Office Assistant	1	4	<b>Entry Pay:</b> Rs. 25,500 plus DA & other benefits as per Institute Norms.	Graduate in any stream with minimum 3 years of relevant experience in purchase and stores.
5	Technician	1	4	<b>Entry Pay:</b> Rs. 25,500 plus DA & other benefits as per Institute	<ul style="list-style-type: none"><li>• B.Sc. in any branch of Biological Sciences with minimum 3 years of relevant experience.</li><li>• Prior experience in a laboratory will be an added advantage.</li></ul>

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6	Jr. Office Assistant	1	3	<b>Entry Pay:</b> Rs. 21,700 plus DA & other benefits as per Institute Norms.	<ul style="list-style-type: none"> <li>• Graduate in any discipline with minimum 1 year of relevant experience.</li> <li>• Preference will be given to candidates with prior experience in an office setting.</li> </ul>
7	Jr. Driver, Gr-I	1	2	<b>Entry Pay:</b> Rs. 19,900 plus DA & other benefits as per Institute Norms.	<ul style="list-style-type: none"> <li>• <b>Essential:</b> Class 12. Qualified as a driver following Valid Driving License from competent Government authorities and at least 5 years of driving experience.</li> <li>• <b>Desirable:</b> Past experience as an Ambulance Driver at a Nursing Home / Hospital and First Aid Certification / BLS / EMT Training.</li> </ul>

*\*\*\*Qualification & Experience criteria may be relaxed for exceptional candidates.*

For detailed position Job Description, please refer to the Institute website <https://www.bits-pilani.ac.in/careers/non-academic>

Please submit your applications using the link: <https://gad.bits-go.a.ac.in/HRM/> Alternatively, applications in the prescribed format (refer [View Details](#) against the advertised position) may be submitted along with copies of the testimonials to the office of Dean – Administration or may be emailed to [hroffice@goa.bits-pilani.ac.in](mailto:hroffice@goa.bits-pilani.ac.in). Last date of application is **20-Oct-2023**.



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