



Birla Institute of Technology & Science, Pilani

Pilani | Dubai | Goa | Hyderabad | Mumbai (An Institution of Eminence)

Colonel Soumyabrata Chakraborty (Retd)
Registrar

Ref. No.: N/3/2024/01

Date: 21 March 2024

NOTICE

Applications are invited for filling up the following position at **Mumbai Campus** (BITSOM, BITS Law & BITS Design):

S.No.	Position	Minimum Qualification and Experience
1.	Job Title: Assistant / Deputy Registrar – Mumbai Campus (BITSOM, BITS Law & BITS Design) Total No. of positions: One , Location: Mumbai Remuneration: As per the Institute norms	<ul style="list-style-type: none">• Postgraduate with 10 years of experience in academic and general administration in a higher Educational Institution/University.• Working as Deputy Registrar or Assistant Registrar/equivalent position with 5+ years of experience in the similar position in a Government/Private Academic/Research Institution/University.• Ability to work under pressure with tight deadlines and adherence to set processes and protocols. Ability to curate, monitor, store, update, and analyse data which is intrinsic to a higher education institution.

Details are available on Institute's website (<https://www.bits-pilani.ac.in/careers/non-academic>). Please share your CV with Manish.Kishore@bitsom.edu.in through e-mail.

Last date to submit the application is 28th March 2024


Registrar



BITS Pilani, Pilani Campus
Vidya Vihar
Pilani - 333 031
Rajasthan, India

Tel (O): +91 1596 242192, 255298
Fax: +91 1596 244183
Email: registrar@pilani.bits-pilani.ac.in