



SATHI FOUNDATION – BITS PILANI

Position: Multi Tasking Staff (MTS) SATHI FOUNDATION – BITS PILANI

Location: BITS Pilani, Pilani Campus

Contract: 2 years extendable depending on performance and funding

Salary: Annual CTC up to INR 2.16-2.64 lakhs (depending on qualification/experience/suitability)

Reporting to: COO/Faculty Coordinator, SATHI FOUNDATION – BITS PILANI

About SATHI FOUNDATION-BITS PILANI

The SATHI FOUNDATION-BITS PILANI (henceforth "The Foundation") is a Section 8 non-profit company hosted by BITS Pilani under the Sophisticated Analytical & Technical Help Institutes (SATHI) Scheme of Department of Science and Technology, Government of India (GOI). The mandate of the company is to create a National Facility with major analytical instruments and further provide shared, professionally managed services and strong Science and Technology infrastructure/facilities, with efficiency, accessibility, and transparency of the highest order under one roof to service the demands of faculty, researchers, scientist, and students of Host and User institutes/organizations (including other academic institutes, universities, national laboratories, start-ups, manufacturing and engineering industries, SME's, R&D Labs) to enable them to carry out R&D activities on a round the clock basis with minimum downtime. The primary aim is to build state-of-the-art national facilities at BITS Pilani, Pilani Campus, extending support to researchers, innovators, and startups building products and solutions.

The context and the role:

The Foundation was established in 2024 and the role provides an opportunity to build an organization from its nascent stages and strengthen it for future growth. SATHI Foundation BITS Pilani aims to become a catalyst for the next wave of IoT based smart electronic devices, prototyping, biotechnology, and healthcare startups in India while also meeting the diverse needs of researchers in various scientific and engineering domains. Ultimately, the collective efforts of the Foundation aspire to contribute to the betterment of the society. This envisioned center will encompass a prototyping facility, serving as a comprehensive platform to transform scientific breakthroughs into tangible products thereby serving the community and the nation in overall. The executive team is being built and the Foundation is hosted by BITS Pilani, Pilani Campus and is connected to top researchers in the BITS network and beyond.

Responsibilities:

Record maintenance: Maintain physical records of the office, including databases and registers

Maintain Lab Equipment: Maintain records and optimal usage of the Lab Equipment and follow up with the manufacturer/supplier on any servicing requirements.

Cleaning: Maintain the cleanliness of the office, including dusting furniture, cleaning rooms, and opening and closing windows

Document handling: Carry files, papers, and circulars, and distribute mail and documents

Photocopying and faxing: Photocopy documents and send faxes

Computer work: Assist with routine office work, such as data entry, typing, and dispatch

Courier delivery: If required deliver couriers inside or outside the office

Assisting others: Assist higher-level staff and other employees

Opening and closing: Open and close office rooms, class rooms, and other areas

Qualification:

The minimum educational qualification is matriculation (10th class) from a recognized board.

Experience:

- A minimum of 1 year of experience in the similar settings will be given preferences.
- Understanding the processes of academic institution would be an added advantage.

How to Apply & submission of application:

- Please send your latest CV (not exceeding 3 pages) latest by 17:00 hrs Indian Standard Time (IST) February 06, 2025.
- Please send the details to: sathi@bits-pilani.ac.in