



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Dr. Ashish Gupta, Deputy Registrar, Pilani Campus

Ref. No.: N/2025/4

Date: 3 Jun 2025

NOTICE

Applications are invited for filling up the following positions at BITS Pilani, Pilani Campus:

S. No.	Position	Minimum Qualification and Experience
1	Job Title: Manager - Purchases No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed in Level 11 with a minimum pay of Rs.67700/- per month* respectively, plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none">• Post Graduate degree (preferably MBA in Finance / Supply Chain Management / Operations / Logistics and Material Management) from a reputed Institute with 7 years of relevant experience.• Proficiency in Microsoft Office.• Experience in ERP accounting modules, preferably in PeopleSoft.• Experience in handling the foreign procurement processes.• Should not be above 50 years of age as of 1st Jun 2025.
2	Job Title: Office Assistant - CPU No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed in Level 4 with a minimum pay of Rs. 25500/- per month respectively, plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none">• Graduate in any discipline with a minimum of 3 years of relevant experience.• Should have advanced Skills in MS Office (Word, Excel and Power Point).• Should have working exposure of ERP (Peoplesoft)• Should not be above 35 years of age as of 1st Jun 2025.

Details are available on Institute's website (<https://www.bits-pilani.ac.in/careers/non-academic>). Please use the <http://discovery.bits-pilani.ac.in/ntpositions/index.aspx> to submit the application (application submitted through e-mail / hard copy will not be entertained).

Positions are open for both external and internal candidates. Internal candidates are required to submit the consent of their Controlling Officers along with the application.

For any technical issue during application submission, please reach out to HR at hr@pilani.bits-pilani.ac.in

Last date to submit the application is June 13, 2025.


Deputy Registrar



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