



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Dr. Ashish Gupta, Deputy Registrar, Pilani Campus

Ref. No.: N/2025/3

Date: 14 May 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: Deputy Manager / Assistant Manager – Compliance and Data Protection (CPD) No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed in Level 9 or 10 based on the expertise & experience with a minimum pay of Rs.53100/- or Rs.56100/- per month respectively, plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none"> • M.E / M. Tech in IT/ Cyber Security/Data Science with 5 years of relevant experience or B.E. / B. Tech in IT/Cyber Security/ Data Science with 15 years of relevant experience • Special diploma or certification in IT, Cybersecurity, Data Privacy, or related fields will be preferred. • Certifications such as DCPD (DSCI Certified Privacy Professional) and DCPLA (DSCI Certified Privacy Lead Assessor) certificate. • Should be below 45 years of age as of January 1, 2025.
2	Job Title: Assistant Manager – Accounts in Alumni Relations Division No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed in Level 9 with a minimum pay of Rs.53100/- per month respectively, plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none"> • C.A. with 3 years of relevant experience or M. Com (Preferred CA Inter with M. Com) with 5 years of relevant experience or B. Com along with CA Inter with 15 Years of relevant experience, preferably from the education sector. • Working Knowledge of ERP preferred. • Excellent working knowledge of MS Office, Tally ERP Prime.
2.	Job Title: Sr. Security Guard – Gr II No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed in Level 1 with a minimum pay of Rs. 18000/- per month respectively, plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none"> • Graduate retired service personnel (NCO or equivalent) with a minimum of 3 years of experience in the civil security field, or a Graduate with 10 years of relevant experience and holding an NCC "C" certificate. • Should be below 40 years of age as of January 1, 2025. • Trained in First Aid/BLS and Self-Defense

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 May 24, 2025.


Deputy Registrar



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