



Birla Institute of Technology & Science, Pilani

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

Dr. Ashish Gupta
Deputy Registrar, Pilani Campus

Ref. No.: N/2026/11

Date: 18 June 2026

NOTICE

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

S. No.	Position	Minimum Qualification and Experience
1.	Job Title: Manager – Alumni Engagement and Stewarding in Alumni Relations Division No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed in Level 11 with a minimum basic pay of Rs. 67700/- per month plus DA and other benefits as per Institute Norms.	<ul style="list-style-type: none">• Full time Postgraduate (MBA, MSW, MA or a similar degree in Marketing) with 7-8 years of relevant experience in alumni relations, fundraising, donor stewardship, engagement programmes, member relations, or large-scale community/ programme management, with at least 5 years of experience in Higher Education institution / non-profit.• Should not be above 35 years of age as on 1 June 2026.
2.	Job Title: Medical Officer – Gr II in Medical Centre No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed in Level 10 with a minimum basic pay of Rs. 56100/- per month plus DA and other benefits as per Institute Norms.	<ul style="list-style-type: none">• Full time MBBS (recognized by the MCI) with 2 years of post-qualification experience as Medical practitioner.• Should not be above 35 years of age as on 1 June 2026.
3	Job Title: Manager – Annual Giving and Small Donations in Alumni Relations Division No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed with a CTC of Rs. 16 LPA (Inclusive of all benefits)..	<ul style="list-style-type: none">• Full time Postgraduate (MBA, MA, MSW, or a similar degree) with 7–8 years of relevant experience in fundraising, annual giving, digital/CRM marketing, membership programmes, donor servicing, or large-scale community/campaign management, with at least 5 years in a higher education institution / non-profit.• Should not be above 35 years of age as on 1 June 2026.

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4	<p>Job Title: Manager – Social Media, Communication, and Impact Reporting in Alumni Relations Division</p> <p>No. of positions: One,</p> <p>Location: Pilani</p> <p>Remuneration: Suitable candidate will be placed with a CTC of Rs. 16 LPA (Inclusive of all benefits)..</p>	<ul style="list-style-type: none">• Full time Postgraduate (M.A. / MBA in Communications, Journalism, Mass Media, Marketing, English, or related discipline) with 7–8 years of relevant experience in communications, content, social media, or impact reporting roles• Demonstrated portfolio of writing samples (long-form features, social posts, donor reports, newsletters, web copy) and social media campaigns• Should not be above 35 years of age as on 1 June 2026.
5.	<p>Job Title: Senior Office Assistant – Marketing in Alumni Relations Division</p> <p>No. of positions: One,</p> <p>Location: Pilani</p> <p>Remuneration: Suitable candidate will be placed in Level 5 with a minimum basic pay of Rs. 29200/- per month plus DA and other benefits as per Institute Norms.</p>	<ul style="list-style-type: none">• Full time Graduate in Engineering, Humanities, Visual Communication, Fine Arts, Mass Communication, Marketing, with overall 5 years of relevant experience, with at least 2 years of experience in graphic design for social media, digital marketing, brand communications, or editorial design.• Strong portfolio demonstrating range across social media creatives, editorial layouts, infographics, and event/print collateral is essential.• Should not be above 35 years of age as on 1 June 2026.
6	<p>Job Title: Office Assistant in General Administration unit</p> <p>No. of positions: One,</p> <p>Location: Pilani</p> <p>Remuneration: Suitable candidate will be placed in Level 4 with a minimum basic pay of Rs. 25500/- per month plus DA and other benefits as per Institute Norms.</p>	<ul style="list-style-type: none">• Full Time Graduate in Commerce, Business Administration, Management, Public Administration, Economics, Arts, Science, Computer Applications, Computer Science, Information Technology, Human Resource Management, Personnel Management, or Office Management from a recognized University, with a minimum of 3 years of post-qualification relevant experience.• Should not be above 35 years of age as of 1st June 2026.

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

Please note that Institute accommodation on the Pilani Campus is presently unavailable. The candidate selected for appointment will need to arrange their own accommodation.

Last date to submit the application is June 27, 2026.


Deputy Registrar

