



# Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Dr. Ashish Gupta, Deputy Registrar, Pilani Campus

Ref. No.: N/2025/7

Date: 21 August 2025

## NOTICE

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

S. No.	Position	Minimum Qualification and Experience
1.	<b>Job Title: Chief Manager (Strategic Initiatives)</b> <b>No. of positions:</b> One, <b>Location:</b> Pilani <b>Remuneration:</b> Suitable candidate will be placed with a CTC up to Rs. 30 LPA based on experience and expertise.	<ul style="list-style-type: none"><li>• <b>Post Graduate / MBA from a premier institute</b> with a minimum of <b>8-10 years of relevant experience</b> preference will be given to the candidate having experience in higher educational Institute or University.</li><li>• Should have Business Analytical/Data Analytical skills</li><li>• Should have excellent collaboration skills</li></ul>
2.	<b>Job Title: Senior Manager – Accounts &amp; Finance in Alumni Relations Division</b> <b>No. of positions:</b> One, <b>Location:</b> Pilani <b>Remuneration:</b> Suitable candidate will be placed with a CTC up to Rs. 20 LPA based on experience and expertise.	<ul style="list-style-type: none"><li>• <b>C.A. with minimum 3 years of relevant experience</b> preferably from the education sector.</li><li>• Working Knowledge of ERP preferred.</li></ul>
3.	<b>Job Title: Senior Office Assistant – Accounts &amp; Finance</b> <b>No. of positions:</b> One, <b>Location:</b> Pilani <b>Remuneration:</b> Suitable candidate will be placed in <b>Level 5</b> with a minimum pay of <b>Rs.29,200/-</b> per month respectively, plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none"><li>• <b>B. Com / M. Com along with CA Inter</b> with <b>5 years</b> of experience in Accounting, Payroll, and other statutory compliance, preferably from the education sector.</li><li>• Sound IT Skills and should be well versed with Excel, Word, and should be able to work in <b>ERP environment</b></li><li>• Below 35 years of age as on 1 August 2025.</li></ul>

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).

Position 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](mailto:hr@pilani.bits-pilani.ac.in)

**Last date to submit the application is September 1, 2025.**

  
Deputy Registrar



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