



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Dr. Ashish Gupta, Deputy Registrar, Pilani Campus

Ref. No.: N/2024/11

Date: 2 December 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: Junior Office Assistant - EMU No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed in Level 3 with a minimum pay of Rs. 21700/- per month plus DA, and other benefits as per Institute Norms.	- B.Sc. in Hospitality Management with a minimum of 3 years of relevant experience, or B.Sc. or Higher Education in any discipline with 7 years of relevant experience in quality housekeeping service delivery, cleaning activities, waste handling, and manpower management. - Should be below 35 years of age as of December 1, 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).

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

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

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 December 12, 2025.

Deputy Registrar



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