



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

Dr. Ashish Gupta, Deputy Registrar

Ref. No.: N/2025/10

Date: 1 October 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: Assistant Manager – Incubation & Entrepreneurship No. of positions: One, Location: Pilani /Gurugram / Jaipur Remuneration: Suitable candidate will be placed in Level 9 with a minimum pay of Rs.53,100/- per month respectively, plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none">• Postgraduate with 5 years of relevant experience or Graduate with 15 years of relevant experience, with at least 3 years of experience in an “Incubator”.• Understanding of Niti Aayog Incubator Assessment Framework is a plus.• Should not be above 40 years of age as of 1st September 2025.
2.	Job Title: Assistant Manager – Incubation & Entrepreneurship (Climate & Sustainability) No. of positions: One, Location: Pilani /Gurugram / Jaipur Remuneration: Suitable candidate will be placed in Level 9 with a minimum pay of Rs.53,100/- per month respectively, plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none">• Postgraduate with 5 years of relevant experience or Graduate with 15 years of relevant experience, with at least 3 years of experience in a climate and sustainability focused organization.• Former Founders in Climate and Sustainability space preferred.• Should not be above 40 years of age as of 1 Sep 2025.
3.	Job Title: Office Assistant - HR No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed in Level 4 with a minimum pay of Rs. 25,500/- per month respectively, plus DA, and other benefits as per Institute Norms	<ul style="list-style-type: none">• MBA in HR or Business Administration with minimum 1 year of experience.• Prior experience in education Institute may be preferred.• Should not be above 30 years of age as on 1st September 2025.
4.	Job Title: Academic and Professional Counselor No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed with a CTC Rs. 12 to 15 Lac p.a. based on experience and expertise.	<p>Prerequisites</p> <ul style="list-style-type: none">• Master's degree in Psychology, Counselling, HR, Education or related field.• 5-7 years' experience in academic/career counselling, student development, or placement support. <p>Desirable</p> <ul style="list-style-type: none">• MBA/PGDM (HR/Training & Development) or certifications in career counselling/psychometric testing.• Exposure to corporate HR/recruitment or higher education counselling.



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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

Last date to submit the application is October 10, 2025.



Deputy Registrar

