



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/2026/7

Date: 18 April 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: Senior Office Assistant / Junior Officer (Recruitment Coordinator – Faculty Affairs) No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed in Level 5 or Level 6 based on the experience & expertise with a minimum pay of Rs. 29,200/- or Rs. 35,400/- per month (as per the level fitment) and other benefits as per Institute Norms.	<ul style="list-style-type: none">• Graduate (In Engineering/IT/Management) with 5 years of relevant experience or Post-Graduate (In Engineering / IT / Management) with 2 years of relevant experience.• Technical qualification in Engineering, IT, or Management is essential.• Prior recruitment experience in academic institutions is preferred.

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.

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 April 27, 2026.


Deputy Registrar



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