Ref. No.: N/2023/15   **Date:** 18 August 23

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: Sr. Manager / Manager - Treasury** No. of position: **One,** **Location**: Mumbai / Jaipur **Remuneration:** Suitable candidate will be placed based on experience & expertise. Other benefits as per Institute Norms.	• **CA with at least 5 years of experience in** handling Treasury functions. • Excellent IT Skills and should be well versed in using treasury management systems. • Strong interpersonal and communication skills and the ability to work optimally with a wide range of financial assets
2.	**Job Title: Jr. Officer / Sr. Office Assistant – AFS** No. of position: **One,** **Location**: Pilani **Remuneration:** Suitable candidate will be placed in Level 5 or 6 based on experience & expertise with a minimum pay of Rs. 29200/- or Rs. 35400/- per month and other benefits as per Institute Norms.	• **Graduation (B. Com) / CA Inter with minimum 6 years of post-qualification experience in** Accounting functions, Auditing, Internal controls, preferably from education sector. • Excellent IT Skills and should be well versed with Excel, Word, and should be able to work in **ERP environment** • Excellent knowledge of Auditing, Internal controls and value checks.
3	**Job Title: Technician in EMU** No. of position: **One,** **Location**: Pilani **Remuneration:** Suitable candidate will be placed in Level 4 with a minimum pay of Rs. 25500/- per month and other benefits as per Institute Norms.	• **Three year Diploma in Mechanical Engineering with** minimum relevant experience of **6 years** in the technical field involving the maintenance and repair of MEP equipment.
4	**Job Title: Manager in Alumni Relations** No. of position: **One,** Location: Pilani **Remuneration:** The compensation will be between Rs. 12 – 14 Lakhs per annum depending upon experience and qualification.	• **Post Graduate** with **5-8 years of** relevant experience in roles such as Program Management and Reporting impact roles. Working in a University set up would be preferable. • Demonstrated expertise of documentation, especially MS Office • Association with philanthropy (Foundations and Non-Profits) and is desirable.

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 hroffice@pilani.bits-pilani.ac.in.

Last date to submit the application is Aug 31, 2023.

Deputy Registrar

BITS Pilani, Pilani Campus
Vidya Vihar
Pilani - 333 031
Rajasthan, India

Tel (O): +91 1596 242192, 255355
Fax: +91 1596 244183
Email: dyregistrar@pilani.bits-pilani.ac.in