



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Dr. Ashish Gupta, Deputy Registrar, Pilani Campus

Ref. No.: N/2025/9

Date: 11 September 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 Officer – AUGSD No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed in Level 6 with a minimum pay of Rs.35,400/- per month respectively, plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none">• Bachelor's degree (preferably in education administration, engineering, or management) with 8 years of relevant experience or Master's degree (preferably in education administration, engineering or management) with 3 years of relevant experience in academic administration, preferably in a reputed higher education institute.• Below 35 years of age as on 1 September 2025.
2.	Job Title: Office Assistant - CPU 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">• Graduate in any discipline with a minimum of 3 years of relevant experience.• Should have advanced Skills in MS Office (Word, Excel and Power Point).• Should have working exposure of ERP (Peoplesoft).• Should not be above 35 years of age as of 1st Sep2025.
3.	Job Title: Junior Laboratory Technician - Pharmacy No. of positions: One, Location: Pilani Remuneration: Suitable candidate will be placed in Level 3 with a minimum pay of Rs. 21,700/- per month respectively, plus DA, and other benefits as per Institute Norms	<ul style="list-style-type: none">• Diploma in Pharmacy with minimum 2 years or Bachelors in Pharmacy with minimum 1 year of relevant experience in handling equipment/instruments used in pharmaceutical science

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 September 21, 2025.


Deputy Registrar



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