



RECRUITMENT NOTICE

BITS Pilani, K. K. Birla Goa Campus invites applications for the position of **Office Assistant**. The position details are as follows:

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry / Service	Higher Education
Post / Job Title	Office Assistant
Job Type	Regular, Full time
Reporting to	Dean – Sponsored Research & Consultancy Division (SRCD)
Will also work very closely with	<u>Key Internal:</u> Faculty, Deputy Registrar, Accounts <u>Key External:</u> Funding Agencies, Industry
No. of Positions & Job Location	One Position in K.K. Birla Goa Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Preparation of various types of Notes for Approvals (NFAs).• Handling of agreement documents for Dean – SRCD.• Coordinating meetings / visits of industry, startups with Dean – SRCD.• Preparation of process documents with inputs from Dean – SRCD.• Preparation of UCs for the sanctioned projects, as required by the funding agency as per requirement.• Keeping record of university agreements / papers / approvals of Dean – SRCD.• Interaction & liaison with cross-campus SRCD offices for data.• Handling complete administrative functions of the SRCD office to support routine operations coordinating with other institute functions.• Any other responsibility assigned by the Dean from time to time.
Qualification and Personal Profile	Graduate in any discipline with a minimum of 3 years of experience in an office setting. Prior experience in an educational institute may be preferred. <i>Desirable:</i> Diploma in Computer Applications.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Excellent knowledge and hands-on experience with MS-Office (Excel, Word & Powerpoint) is a must.• Should possess excellent IT and word-processing skills and ability to record



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	<p>data accurately and undertake data processing.</p> <ul style="list-style-type: none">• Should possess good command over English.• Should have good communication skills.
Compensation	<p>Suitable candidate will be placed in Level 4 with a minimum pay of Rs. 25,500/- per month plus DA and other benefits as per Institute Norms.</p>

Applications in the prescribed format (refer [Employment Application Form](#)) may be submitted along with copies of the testimonials to the office of Dean, Administration within 22-Dec-2021 or it may be emailed to hroffice@goa.bits-pilani.ac.in within the due date.

Dean, Administration