



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

Internal Job Notification.

We are pleased to announce the notification of the following positions and invite applications from the interested & suitable **candidates**:

Sl no	Designation	No of Positions	Level	Minimum Basic	Qualification and Experience	Job Description
1	Senior/Chief Medical officer.	1	Level 13	(Entry Pay Rs 123,100 Pay)	<ul style="list-style-type: none">• MBBS• 8-15 years post-qualification experience in similar role	<ul style="list-style-type: none">• Detailed Job Description enclosed.
2	Office Superintendent (Administration)	1	Level 7	(Entry Pay Rs 44,900 Pay)	<ul style="list-style-type: none">• Post graduate with Minimum work experience – 10 - 15 years .• Should possess good drafting skills• and communication skills;• Proficient in MS-Word, Excel and Access;• Experience in Office Administration, Secretarial Work	<ul style="list-style-type: none">• Initiate and implement best and effective practices in administrative functions.• Mentor administrative staff to achieve maximum output.• Assist and support Deputy Registrar in day to day functions.• Manage databases, document processes and systems
3	Programmer	1	Level 6	(Entry Pay Rs 35,400 Pay)	<ul style="list-style-type: none">• B.E Computer science with good programming skills and 2 – 3 years of prior Experience	<ul style="list-style-type: none">• Web technologies related programming skills, Linux scripting skills, Database Management skills, OS trouble shooting skills, file restorations, backups, disk space maintenance, and problem resolution for operating systems platforms
4	Programmer cum Office Assistant	1	Level 6	(Entry Pay Rs 35,400 Pay)	<ul style="list-style-type: none">• B.E Computer science or MCA or Graduate with good programming skills	<ul style="list-style-type: none">• Proficiency in MS office, Office file management database management, MySQL and Oracle. Working knowledge in ERP module (campus solutions) will be an added advantage
5	Technician – CAL	1	Level 4	(Entry Pay Rs 25,500 Pay)	<ul style="list-style-type: none">• M.Sc (Chemistry)• 3-5 years of prior experience in similar environment	<ul style="list-style-type: none">• Set up and conduct experiments, tests, and analyses using techniques such as chromatography,





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						<p>TLC techniques, spectroscopy, physical and chemical separation techniques, and microscopy.</p> <ul style="list-style-type: none"> Familiar with Analysis of spectral data using ¹HNMR, HPLC, LCMS, GCMS, IR. Knowledge about XRD (X-Ray Diffraction), SEM (Scanning Electron Microscope), DSC (differential Scanning Calorimeter) and other major instruments used for material characterization.
6	Technician – EEE	1	Level 4	(Entry Pay Rs 25,500 Pay)	<ul style="list-style-type: none"> Diploma / Degree in EEE /ECE/ Instrumentation . 3-5 years of Experience as Lab Technician preferably in academic/research environment 	<ul style="list-style-type: none"> To handle various labs such as, Electrical Machines, Power Electronics, Control Systems, Power Systems , Digital Electronics, Analog Electronics, Microelectronics, Communication systems Setting up equipment for laboratory courses Trouble shooting of lab equipment Helping in operating equipment in research labs. Helping in purchase of equipment.
7	Technician – Workshop	1	Level 4	(Entry Pay Rs 25,500 Pay)	ITI/Diploma in Mechanical or equivalent with 2-3 year relevant experience.	<ul style="list-style-type: none"> Experience with operation of conventional and advanced machines such as CNC Turning, CNC Milling Machines, EDM wire cut & ECM Equipment.
8	Technician -A/C	1	Level 4	(Entry Pay Rs 25,500 Pay)	ITI/Diploma in Air Conditioning or equivalent with 2-3 year relevant experience.	<ul style="list-style-type: none"> Installing, repairing and maintaining HVAC systems, for proper functioning, performing emergency repairs, maintaining and making routine adjustments to maximize operational efficiency.





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Mandatory Requirements

- Good knowledge of written and spoken English.
- Ability to operate a computer with working knowledge of MS Office and relevant programs applicable to the role.

Procedure for Application:

- Internal candidates are required to submit application along with a letter justifying their suitability for the position.
- Get the applications forwarded by their Controlling Officers.
- Last date to submit the applications to the HR Manager is 17.12.2018.

Other Details

- These positions are open for both **internal and external** candidates. We request you to refer suitable candidates for the above positions. CV's of external candidates may be forwarded to hr@hyderabad.bits-pilani.ac.in directly.

Regards

Niranjan Swain
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