

Please find attached herewith the Recruitment Notification for the **Office Assistant- (Physics and Pharmacy)** in **BITS Pilani - Hyderabad campus**. The details are enclosed below

S. No	Designation	No of Positions	Minimum Basic and Level	Qualification and Experience	Job Description
1	Office Assistant (Physics and Pharmacy)	1	Level 4 (Entry Pay Rs 25,500)	Graduate with min 3 -5 yrs. exp. In a similar role in an academic institution.	Good communication skills Drafting, liaison with divisions, knowledge of basic accounting, and MS office.

**Procedure for Application:**

- These positions are open for both **internal and external** candidates. We request you to refer suitable candidates for the above positions.
- **External candidates** may send applications directly to [hr@hyderabad.bits-pilani.ac.in](mailto:hr@hyderabad.bits-pilani.ac.in) with **Position applied for** details in the subject.
- Internal candidates are requested to submit the applications along with a letter justifying their suitability for the position duly forwarded by their reporting officers to HR Manager.

Last date to submit the applications is **21-Aug-2021**.

Prof Niranjana Swain  
Dean - Administration