



**Birla Institute of Technology & Science, Pilani**  
K K Birla Goa Campus

**Date:** 30 Dec 2021

## **Advertisement for the position of an office Assistant under the sponsored project**

Applications are invited for the position of ‘**Office Assistant**’ in the Department of ‘Humanities and Social Sciences’ at BITS Pilani, K. K. Birla Goa Campus, **Goa**, under the IoRA sponsored project titled “Climate vulnerability of Mint crop in UP” on contractual basis for an initial term of 6 months.

**Principal Investigator:** Dr. Rajiv Kumar Chaturvedi

**Education and Experience:** Graduate in any discipline, Prior office work experience is preferable. Expected work includes drafting official letters in Microsoft Word, doing basic calculations in MS Excel, able to update websites and a team player.

**Remuneration (Rs.):** 18,000 (fixed)

**Last date of Application:** 15<sup>th</sup> January, 2022

**Address to apply:** Interested candidates may send application and curriculum vitae with details of research experience to the principal investigator (email:rajivc@goa.bits-pilani.ac.in). The position is now open and will be closed on selection of a suitable candidate.



**Birla Institute of Technology & Science, Pilani**  
K K Birla Goa Campus , Near NH 17B, Bypass Road  
Zuarinagar 403726, Goa, India

**Tel:** +91 0832 2580224  
**Fax:**+91 0832 2557033  
**Web:** [www.bits-goa.ac.in](http://www.bits-goa.ac.in)