



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No.10/2020 dated 24/12/2020

The National Law School of India University (NLSIU) was established in 1987 and is a premier institution for legal excellence in India. The University has remained the undoubted leader in legal education and research in India, ranked first among Law Universities in the Ministry of Human Resource Development's National Institute Ranking Framework for the last three years. The University is committed to building on its historical legacy and to become a leading global law school in the next decade. With this in mind, the University is looking to build a professional and responsive administration and is therefore seeking an exceptionally well qualified candidate for the post of **REGISTRAR** to be filled on Direct Recruitment or on Deputation/Contract. The details are as under:

S.No.	Name of Post	Vacancy	Pay Structure
1.	Registrar	(01 post – Unreserved)	Group – A Level 14

Essential Qualifications & Experience:

A. Essential Qualifications

A Postgraduate degree with at least 55% marks or its equivalent grade.

B. Desirable Qualifications

- Experience in educational administration, financial and personnel management and capacity to lead the administration in a residential institution **AND/OR**
- A Doctoral degree from a recognised University **AND/OR**
- Familiarity and competence with computer software applications including word and data processing software and ERP Systems.

C. Appointment

- On Direct Recruitment/Contract **OR**

For a period of 5 years or till the age of superannuation i.e. 62 years

- On Deputation

For a period of 5 years or till attaining the age of superannuation in the parent department, whichever is earlier subject to a maximum of 62 years.

D. Experience

For Direct Recruitment/Contract:

1. A minimum of fifteen years of cumulative teaching experience in a college or University as an Assistant Professor/Associate Professor/Professor along with experience in educational administration; **OR**
2. Comparable experience in research and administration at a University/ National or International institution; **OR**
3. 15 years of administrative experience, of which 8 years as Deputy Registrar in the Grade Pay of Rs. 7600 (Level 12) or in an equivalent post in a Government Organisation **OR comparable level and position in a Non-Governmental organisation /Private Organisation.**

For Deputation:

Officers from Institutions of national importance or Universities/University-level institution who are holding an analogous post, **AND/OR** possessing the educational qualifications as prescribed for direct recruitment.

E. Job Description

The Registrar shall report to the Vice-Chancellor and will be in-charge of the whole administration of the University and will provide administrative support to the Vice-Chancellor. The Registrar is Ex-officio, Secretary of the Executive Council, the Academic Council, the Finance Committee and the Faculty and may also be called upon to take up other duties assigned by the Vice-Chancellor. The Registrar shall also be appointed a whole-time Officer at the University if the Executive Council is satisfied with the candidate's qualifications.

The Registrar will be required to stay on campus and be provided license free accommodation.

F. Age of the candidate

The candidate should not have crossed **55 years** as on the last date of submission of applications.

General Instructions to candidates:

1. The candidate must be a citizen of India.
2. The prescribed essential qualifications/experience indicated are bare minimum. Merely possession of these qualifications/experience will not entitle the candidate(s) to be called for an interview.
3. The qualification prescribed in the table above should have been obtained from recognized Universities/ Institutions.
4. Interested candidates are required to submit applications through online mode only by completing the Application Form, a Statement of Purpose and uploading copies of all

- required certificates. Without these certificates, the application form will not be considered.
5. The Statement of Purpose is a 1-page write up on the applicant's appreciation of the role and functions of the position of Registrar and how he/she can contribute to the University as well as why he/she considers oneself to be suited for the post.
 6. Candidates have to produce original documents at the time of interview.
 7. Candidates serving in Government/ Public Sector Undertakings (including Boards/ Autonomous Bodies) are required to submit their 'No Objection Certificate' from their current employer at the time of interview, if not submitted earlier.
 8. Where the number of applications received in response to this advertisement is large and it may not be convenient or possible for NLSIU to interview all the candidates, NLSIU reserves the right to restrict the number of candidates to be called for interviews to a reasonable limit.
 9. No correspondence whatsoever will be entertained from candidates regarding conduct/result of the interview and reasons for not being called for an interview.
 10. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the Post.
 11. NLSIU reserves the right of not filling the post advertised.
 12. If information given in an application is found to be incorrect/false, at any stage, the Candidature is liable to be cancelled and any appointment made is also liable to be terminated.
 13. Last date for submission of the application is **24th January, 2021**.
 14. The shortlisted candidates will be intimated through email.

Interested individuals are requested to go through the University's website, fill in the Application Form and upload the certificates to support their claim for educational qualifications, age, experience etc. on or before **24th January, 2021**.

Name of the Contact Persons : Ms. Beena and Ms. Savithri

Phone : 080-23160537/23213160/23160533

Email: recruitment@nls.ac.in

Bangalore
24th December, 2020

REGISTRAR