



## NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 03/2024 dated 07/06/2024

### Advertisement for the position of Chief Operating Officer

The National Law School of India University (NLSIU) was established in 1987 to be a pioneer in legal education. Over the last three decades the University has consistently been the undoubted leader in legal education and research in India and ranked **First** among Law Universities in the National Institute Ranking Framework for the last five years.

The University invites online applications to the **full-time post of Chief Operating Officer (COO)**. The COO will be responsible for providing operational support to meet NLSIU's evolving needs and strategic goals across a variety of the University's functions including the University's estate, infrastructure, facilities, student and academic support, operational performance, business services, and sustainability. The COO will also work in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions.

#### A. Job Description

S. No.	Post	Chief Operating Officer (01 vacancy)
1.	<b>Pay Structure</b>	Level 12/13/14 as per the VII <sup>th</sup> CPC based on the qualifications and experience of the candidate.
2.	<b>Tenure</b>	Permanent basis till the age of superannuation i.e. 60 years, subject to confirmation after the satisfactory completion of one year's probation.
3.	<b>Essential Qualifications</b>	Graduate degree in Commerce, Business, Management or a related discipline with aggregate 55% marks. <i>Provided</i> , for candidates with benchmark disabilities, the minimum aggregate mark is 50%.
4.	<b>Desirable Qualifications</b>	Post-graduate degree or diploma in Business Management or related discipline with aggregate 55% marks. <i>Provided</i> , for candidates with benchmark disabilities, the minimum aggregate mark is 50%.
5.	<b>Essential Experience and Skills</b>	(i) Ten (10+) years of experience in a leadership role, including strategic planning and staff management; (ii) Demonstrated experience promoting and implementing new ideas and initiatives in a complex decentralized, mission-oriented organization;

		<ul style="list-style-type: none"> <li>(iii) Demonstrated knowledge of management systems and processes in a University or similar large, complex organisation, and ability to quickly learn and adapt to new systems and processes;</li> <li>(iv) Ability to prioritise tasks to achieve objectives within timelines.</li> <li>(v) Strong managerial and leadership skills;</li> <li>(vi) Ability to multitask and work well under pressure;</li> <li>(vii) Critical thinking and problem-solving skills;</li> <li>(viii) Strong communication skills;</li> <li>(ix) Ability to work effectively and constructively as part of a team.</li> </ul>
6.	<b>Roles and Responsibilities</b>	<p>The Chief Operating Officer will report to the Registrar. The employee will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> <li>• Ensuring University operations and services align with strategic goals and business needs. The COO is accountable for leading the University operations planning, driving improved performance, optimising value through scale, innovation and transformation, and for the effective allocation of University resources;</li> <li>• Overseeing all day-to-day administrative and operational functions of the University;</li> <li>• Implementing the University’s growth plans including infrastructure and amenities;</li> <li>• Ensuring high-quality and timely operations for the students and staff;</li> <li>• Developing and implements world-class facilities for students and staff;</li> <li>• Developing and helps implement management strategies;</li> <li>• Designing, implementing and supervising reporting structures across all functions including a streamlined MIS / maintaining a regular cadence of review meetings and engages in on ground review to ensure delivery;</li> <li>• Evaluating the performance of University operations and manages various business partners;</li> <li>• Assisting the Vice Chancellor and Registrar in ensuring that institutional objectives and goals are met;</li> <li>• Building and creates high-performing teams in the University. Create a service-oriented culture and a culture of back-ups;</li> <li>• Working with senior teams to process internal ideas, infrastructure, and programs;</li> <li>• Motivating and encouraging the implementation, resource allocation, and processes in the University;</li> <li>• Encouraging and forging partnerships with vendors, subject-matter-experts (SMEs) professional organisations, government and other institutions;</li> </ul>

		<ul style="list-style-type: none"> <li>• Analysing and monitoring departments and for continuous improvement and impact;</li> <li>• Leveraging the University technology platforms to ensure seamless and frictionless service to all members of the University;</li> <li>• Developing strategic alliances and partnerships.</li> </ul>
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**B. Selection Process**

1. Selection will take place in two parts.
  - a. Part 1 shall consist of review of applications by the University. Upon review of applications, candidates will be shortlisted in a 1:5 ratio as against the number of vacancies for the Interview round (Part 2).
  - b. Part 2 will be an interview round wherein the Interview Selection Panel shall score candidates out of a total of 50 marks for selection to the post.
2. NLSIU reserves the right to have more than one round of interview either in person or over video conferencing and to conduct independent background checks on the candidates.
3. NLSIU reserves the right to request for references from people who are not listed in the application form but would be familiar with the candidate’s previous work.

**C. General Conditions**

1. The prescribed essential qualifications/experience indicated are the bare minimum required for the role. Mere possession of these qualifications/experience will not entitle the candidate(s) to be called for an interview.
2. The qualifications prescribed in the table above should have been obtained from recognized Universities/Institutions.
3. Candidates will be required to produce original documents at the time of interview.
4. 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 interview to a reasonable limit.
5. Candidates serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies are required to submit a ‘No Objection Certificate’ from their current employer at the time of interview, if not submitted earlier.
6. Incomplete applications, in any form, will not be considered by the University.
7. No correspondence whatsoever will be entertained from candidates regarding the conduct or result of interview and reasons for not being called for interview.
8. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post.
9. If information provided in an application is found to be incorrect/false, at any stage of the selection process, the candidature is liable to be cancelled and any appointment made is also liable to be terminated.
10. NLSIU is an equal opportunity employer, and we value diversity at our institution.
11. The shortlisted candidates will be intimated through email. University will make all correspondence through email only.

12. NLSIU reserves the right to withdraw the advertisement and not fill the advertised post at any time without assigning any reason.
13. The decision of the University in all matters relating to this post shall be final and binding on all candidates.
14. Any dispute regarding any matter arising pursuant to this advertisement shall be subject to the jurisdiction of courts at Bangalore.

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 28 June 2024**.

For any clarifications in this regard, you may contact the University at the following number:

**Phone: 080-23010000**  
**Email: [recruitment@nls.ac.in](mailto:recruitment@nls.ac.in)**  
**Bangalore**

**REGISTRAR**

**7 June 2024**