



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY
NAGARBHAVI, BANGALORE - 560242

Notification No. 04/2024 dated 23.07.2024

Advertisement for the position of Assistant Registrar in the National Law School of India University, Bangalore

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 an innovative leader in legal education and research in India and has been ranked First among Law Universities in the National Institute Ranking Framework for the last six years.

The University invites online applications from accomplished professionals for the position of **Assistant Registrar**. This is a full-time position, based out of the NLSIU campus in Bangalore involving field and desk work, and will report to the Registrar, NLSIU.

A. Job Description

Name of Post	Assistant Registrar (1 vacancy)
Structure	Level 10 As per VII CPC
Tenure	Permanent basis till the age of superannuation i.e. 60 years, subject to confirmation after the satisfactory completion of one years' probation.
Essential Qualifications	Master's Degree with at least 55% of the marks or an equivalent grade in a point scale, wherever grading system is followed, from a recognised University/Institute with consistently good academic record. Provided, for candidates with benchmark disabilities, the minimum aggregate mark is 50% of marks or an equivalent grade in a point scale.
Desirable Qualifications	<ul style="list-style-type: none">▪ Master's degree in law (LL.M.) or a Master's Degree in Education/Public Policy
Desirable Experience	<ul style="list-style-type: none">▪ At least five (5) years of relevant experience in a reputed Educational Institute/University or Systems/Research Institute or in a Central Government Department or in the Private Sector▪ Demonstrated ability to lead and manage programmes of innovation, improvements and change▪ Experience in Enterprise Applications and Office Automation
Desirable Experience and Skills	<ul style="list-style-type: none">▪ Expertise and background in one or more of the following areas will be preferred, namely:<ul style="list-style-type: none">- Accounting, Finance and Audit- Establishment and Facilities Management- Information Technology and Operations Management- Legal and Statutory Compliances- Procurement and Inventory Management- Health and Safety- UGC and Government rules and practices (e.g. Career Advancement Scheme)

	<ul style="list-style-type: none"> ▪ In addition, the following traits/skills are required <ul style="list-style-type: none"> - Excellent communication skills - written and oral - Analytical, logical and problem solving - Planning, organising, prioritising and time management - Team management and stakeholder management skills - Hands-on with Microsoft/Google/Social Media suite - Exposure to enterprise applications and office procedures - Building and maintaining relationships with the Centre and State Government and institutions/offices of Public and Private sectors - Building and maintaining relationships with staff and students
<p>Key Duties and Responsibilities</p>	<ul style="list-style-type: none"> ▪ The Assistant Registrar shall report to the Registrar and shall assist the Registrar in the day-to-day operations of the University including creating executive summaries, memos and reports; ▪ Execute all decisions made by the Registrar and drive all initiatives of the Registrar's Office, seeing to its timely and qualitative completion; ▪ Determine priorities based on what is important and actively participate in committee and management meetings; ▪ Assist the Registrar discharge the Ex-Officio Secretarial duties in the Executive Council, Academic Council, Finance Committee and Faculty Committee (including the agenda/minutes of meeting); ▪ Shadow the Registrar on matters involving hostels and infrastructure and disciplinary committees; ▪ Prepare and maintain all documentation requested by/submitted to Government Bodies/NIRF/RTI/UGC; ▪ Supervise annual review and prepare updates for all undergraduate and graduate programs according to training policies and guidelines; ▪ Coordinate with university departments to prepare, update and provide access to university systems and evaluate all graduation processes and lists; ▪ Ensure compliance to all central and state Government rules and procedures in the functioning of the University; ▪ Manage communications to all staff and students in the University via the Registrar's Office; ▪ Monitor and respond to all queries from staff and students to the Registrar's Office; ▪ Participate in assigned committees and development activities and administer all special projects; ▪ Provide efficient counselling to students and provide all necessary information and prepare required reports; ▪ Maintain the Registrar's confidence and protect the university's operations by keeping information confidential; ▪ Travel within Bangalore and across India on University related work.

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 **12.08.2024**.

For any clarifications in this regard, you may contact the University at recruitment@nls.ac.in