



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 05/2024 dated 23.07.2024

Advertisement for the position of Manager – Admissions

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 **Manager - Admissions**. This is a full-time position, based out of the NLSIU campus in Bangalore involving field and desk work, and will report to the Dean Academics, NLSIU. The details are as under:

A. Job Description

S. No.	Post	Manager – Admissions (01 vacancy)
1.	Pay Structure	Level 8/9/10 as per the VII th CPC based on the qualifications and experience of the candidate.
2.	Tenure	Permanent basis till the age of superannuation i.e. 60 years, subject to confirmation after the satisfactory completion of one year's probation.
3.	Essential Qualifications	Graduate degree in any discipline with aggregate 55% marks. <i>Provided</i> , for candidates with benchmark disabilities, the minimum aggregate mark is 50%.
4.	Desirable Qualifications	Post Graduate Degree/Diploma in any discipline
5.	Essential Experience and Skills	(i) 5-8 years of overall work experience with at least four years in an academic administration/admissions/operations/student affairs setting; (ii) Excellent interpersonal and communication skills; (iii) Excellent time-management and problem-solving skills, and attention to detail; (iv) Ability and desire to work independently in a fast-paced environment and complete multiple tasks and a large volume of work in a timely and effective manner;

		<p>(v) The ability to work well with others, both internally and externally, from a wide variety of backgrounds;</p> <p>(vi) Skilled in MS Office;</p> <p>(vii) Ability to learn new software programmes quickly and effectively;</p> <p>(viii) Ability to work effectively and constructively as part of a team.</p>
6.	Roles and Responsibilities	<p>The Manager – Admissions will report to the Dean Academics and work closely with the Senior Manager Academic Administration and the Professional and Continuing Education (PACE) department.</p> <p>The Manager – Admissions will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> ● Managing end-to-end admissions at NLSIU including creating and managing the marketing and outreach calendar of various offline and online programmes; ● Creating communication plans based on admissions targets and coordinating the design and delivery of admission collaterals; ● Evaluating and processing admissions applications in accordance with University policies, goals and rules on admissibility of undergraduate and graduate students; ● Managing the admissions processing of a portfolio of programmes in close liaison with academic departments, applying agreed criteria to make admissions decisions consistently and fairly; ● Overseeing and administering all aspects of planning of all admissions related student events including orientations/open days and social events; ● Advising applicants regarding admissions requirements, eligibility for admission, program options, residency requirements and other matters related to their admission to the University; ● Serving as a resource to students, parents, the University community, High Schools, and other feeder institutions regarding admission to the University. Interpret admissions policies and procedures and respond to general questions about the University’s campus life, academic programs, financial aid and requirements; ● Utilising data analytics to track admissions metrics, identifying trends, and making data-driven decisions to enhance efforts; ● Making referrals to other University offices as appropriate; ● Processing incoming applications for all degree programmes, checking qualifications, the validity of decisions and authenticity of results; ● Working closely with academic staff across the University and liaising with schools, colleges and directly with applicants; ● Staying informed regarding academic program requirements, enrolment restrictions and other issues related to recruiting and admitting students;

		<ul style="list-style-type: none"> ● Engaging in extensive in-state and out-of-state travel to interview and recruit prospective students; ● Assisting in developing informational and/or promotional materials; ● Conducting informational meetings and programs to explain admission requirements policies and procedures; ● Liaising regularly with Director Campus and Residential Life and Finance Team on admission processes; ● Assisting in maintaining and updating admission records and files and compiling timely admissions reports; ● Participating in summer orientation and registration program for newly admitted students. ● Evaluating courses offered by other schools to determine their equivalency to courses offered at the University.
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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 **12.08.2024**.

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

23rd July 2024

REGISTRAR