



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY
NAGARBHAVI, BANGALORE - 560 242

Notification No. 08/2024 dated 08/10/2024

Advertisement for the position of Director - Professional and Continuing Education, PACE

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 seven years.

In recognition of its mission to promote excellence in legal education, and to broaden access to the highest standards of learning in the law for all, NLSIU's Professional and Continuing Education (PACE) Team provides a post-graduate master's degree, and several post-graduate diplomas for students from all backgrounds. The PACE team designs and delivers training programmes for several leading organizations and government agencies. These programmes blend a deep understanding of the theoretical aspects of the law, practical know-how, and applications and examples from the field.

The University, accordingly, invites online applications from dynamic and accomplished professionals who have experience in online and offline learning and training programmes for professionals at all levels of experience, for the position of **Director – Professional and Continuing Education, PACE**. This is a full-time position, based out of the NLSIU campus in Bangalore involving field and desk work and will report to the Vice Chancellor, NLSIU.

A. Job Description

| S. No. | Name of Post | Director – Professional and Continuing Education (01 vacancy) |
|---------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Pay Structure | Level 12/13/14 as per the VII 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 probation. |
| 3. | Essential Qualifications | Post - Graduate degree in any discipline with a minimum aggregate of 55% of marks. <i>Provided</i> , for candidates with benchmark disabilities, the minimum aggregate mark is 50% of marks. |
| 4. | Desirable Qualifications | Master's Degree in Law. |

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| <p>5.</p> | <p>Essential Experience and Skills</p> | <ol style="list-style-type: none"> i. At least fifteen (15) years of overall work experience with at least 4 years in a leadership position; and managing an executive education portfolio for professionals at all levels of experience OR comparable experience in operations; ii. A compelling vision of the role to improve the standards of accessible legal education; iii. A proven ability to lead and manage a team of professionals effectively, to make tough decisions when necessary, and to work well with other senior staff; iv. A demonstrated commitment to diversity and inclusion with a high degree of accessibility and openness to students; v. Demonstrated sensitivity, imagination, and effectiveness in responding to challenging student issues; vi. Excellent interpersonal and communication skills; vii. Excellent time-management and problem-solving skills, and attention to detail. |
| <p>6.</p> | <p>Roles and Responsibilities</p> | <ul style="list-style-type: none"> • Overall strategic responsibility of the department; • Overall end-to-end administration of PACE programmes – degree, diploma, certificate and training programmes as well as academic administration of the on-campus programmes; • Handling end-to-end compliance and regulatory issues; • Responsible for the preparation of proposals and the communication of proposals to external organizations; • Administering and drafting rules and regulations for all the programmes; • Managing deliverables with regard to training programmes; • Responsible for the management of MOU deliverables; • Appointing or engaging faculty and resource persons for a seamless delivery of programmes; • Overall financial responsibility of PACE and exercise of prudent decisions in financial matters; • Analysis of feedback from various programmes; • Creating and administering coherency of academic criteria across programmes. Ensuring academic rigor and integrity is not compromised in the programmes; • Designing and managing course delivery pedagogy; • Managing and resolving student, staff, academic fellows and faculty grievances; • Ensuring a seamless conduct of exams and assessments; • Managing delegation and work allocation within the department; • Any other work assigned by the Vice Chancellor or Registrar. |

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 **29.10.2024**

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

Phone: 080-23010000

Email: recruitment@nls.ac.in

Bangalore

08.10.2024

REGISTRAR INCHARGE