



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

**Notification No.09 /2024 dated 23/10/2024**

**Advertisement for the position of Manager – Academic Administration (02 vacancies)**

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.

The University is committed to building on its legacy to become a leading Asian and Global law school in the next decade. The University accordingly invites online applications from accomplished professionals for 2 positions of **Manager – Academic Administration**. These are full time positions, based out of the NLSIU campus in Bangalore, and will report to the Senior Manager – Academic Administration, NLSIU. The details are as under:

**A. Job Description**

S. No.	Post	Manager – Academic Administration (02 vacancies)
1.	<b>Pay Structure</b>	Level 8/9/10/11 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>	Bachelor's degree in any discipline with minimum 55% aggregate marks.
4.	<b>Desirable Qualifications</b>	Master's degree/Post-graduate diploma in any discipline with minimum 55% aggregate marks.
5.	<b>Essential Experience and Skills</b>	(i) 5-8 years of experience in complex operation process roles which may include experience in academic administration or academic operations roles; (ii) Excellent analytical skills, collation skills; (iii) Excellent communication skills (written and oral), technical skills and time-management skills; (iv) Self-driven and collaborative; (v) Must have the ability to work independently and provide attention to detail, and be data-driven; (vi) Must be able to manage a process end to end;

		<p>(vii) Excellent proficiency in ERP, MS Office, Gmail, Google Documents and Google Sheets;</p> <p>(viii) Excellent ability to multitask and work well under pressure;</p> <p>(ix) Must take full ownership of assigned projects and work independently;</p> <p>(x) Excellent ability to work effectively and constructively as part of a team.</p>
6.	<b>Desirable Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Prior experience in working on an ERP and LMS or similar tools.</li> </ul>
7.	<b>Roles and Responsibilities</b>	<p>The Manager – Academic Administration will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> <li>• To manage all the end-to-end academic processes for the University and work closely with faculty to assist in course delivery in physical and online modes;</li> <li>• Academic planning before and during semesters as follows: <ul style="list-style-type: none"> <li>○ Create a list of courses to be taught each semester;</li> <li>○ Assign instructors in consultation with faculty group coordinators;</li> <li>○ Communicate list of courses and instructors in time for the creation of time tables;</li> <li>○ Ensure that course design is initiated and completed on time;</li> <li>○ Maintain an up-to-date repository of course and curriculum documents;</li> <li>○ Communicate with faculty about grading, deadlines and ensure that grading is accurate, completed and declared on time;</li> </ul> </li> <li>• To manage the University academic time-table;</li> <li>• To effectively manage all the end-to-end academic processes for the University;</li> <li>• To manage end-to-end examination workflow (question paper verification, timetables, answer scripts management, grade publishing) in a timely manner;</li> <li>• To support the assessment and grading process;</li> <li>• To help and support the Convocation process;</li> <li>• To manage the admissions process including on-boarding selected students onto the ERP system;</li> <li>• To be responsible for the management and analysis of attendance;</li> </ul>

		<ul style="list-style-type: none"> <li>● To support the process of advertisement, applications, and allocations and uploading of courses onto the LMS for Elective Courses every trimester;</li> <li>● To manage the day to day 'MIS' and other reporting mechanisms;</li> <li>● To effectively contribute to University-wide developments in curriculum timetabling systems and procedures;</li> <li>● To coordinate NAAC and NIRF and other regulatory compliance related activities;</li> <li>● Query management &amp; Helpdesk responsibilities.</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 **5 PM, 13.11.2024**.

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

**Phone: 080-23010000**

**Email: recruitment@nls.ac.in Bangalore**

**23.10.2024**

**REGISTRAR**