



**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY
NAGARBHAVI, BANGALORE - 560242**

Notification No.02/2025 dated 18.03.2025

Advertisement for the position of Manager – Professional and Continuing Education department (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.

The University is committed to building on its legacy to become a leading Asian and Global law school in the next decade. 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 Manager – 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 Director - Professional and Continuing Education (PACE), NLSIU.

The University invites online applications for hiring qualified professionals to full-time post of Manager - PACE.

A. Job Description

S. No.	Name of Post	Manager - PACE (01 vacancy)
1.	Structure	Level 8/9/10/11 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 two year's probation.
3.	Essential Qualifications	Bachelor's degree in any discipline with minimum 55% aggregate marks.
4.	Desirable Qualifications	Master's degree/Post-graduate diploma in any discipline with minimum 55% aggregate marks;
5.	Essential Experience and Skills	<ul style="list-style-type: none"> • 5-8 years of experience in complex operation process roles which may include experience in academic administration or academic operations roles; • Excellent analytical skills, collation skills; • Excellent communication skills (written and oral), technical skills and time-management skills; • Self-driven and collaborative; • Must have the ability to work independently and provide attention to detail, and be data-driven; • Must be able to manage a process end to end; • Excellent proficiency in ERP, MS Office, Gmail, Google Documents and Google Sheets; • Excellent ability to multitask and work well under pressure; Must take full ownership of assigned projects and work independently; • Excellent ability to work effectively and constructively as part of a team.
6.	Desirable Experience and Skills	Prior experience in managing end-to-end distance education programmes.
7.	Key Duties and Responsibilities	<p>The Manager-PACE will report to the Director - PACE and will be responsible for the following:</p> <ol style="list-style-type: none"> 1) Anchoring and supporting the academic (degree/diploma/certificate) and training programmes run by PACE – from admission to programme closure- weekdays and weekends; 2) Anchoring communication with external stakeholders, public and private partners; 3) Managing learning and delivery design of classes; Managing academic content and discussion fora on the Learning Management System; 4) Working closely with the programme faculty to streamline learning goals; 5) Facilitating digitisation of study materials; 6) Facilitating effective communication and feedback loops among

		<p>various stakeholders;</p> <p>7) Managing class schedules and related correspondence with faculty;</p> <p>8) Ensuring adherence to processes, timelines and SOPs;</p> <p>9) Creating proposals for new programmes;</p> <p>10) Managing student queries with speed and accuracy;</p> <p>11) Collaborating with peers to ensure a high-quality experience for all stakeholders;</p> <p>12) Any other task assigned by the supervisors.</p>
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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 **08.04.2025**.

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

Phone: 080-23010000

Email: recruitment@nls.ac.in

Bangalore

18.03.2025

REGISTRAR