



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

**Notification No.11/2020 dated 24/12/2020**

The National Law School of India University (NLSIU) was established in 1987 and is a premier institution for legal excellence in India. The University has remained the undoubted leader in legal education and research in India, ranked first among Law Universities in the Ministry of Human Resource Development's National Institute Ranking Framework for the last three years. The University is committed to building on its historical legacy and to become a leading global law school in the next decade. With this in mind, the University is looking to build a professional and responsive administration and is therefore seeking a well-qualified candidate for the post of **FINANCE OFFICER** to be filled on Direct Recruitment/Contract /on Deputation for a period of 5 years or till attaining the age of 60 years whichever is earlier. The details are as under:

S.No.	Post	Finance Officer (01 post – Unreserved)
1.	<b>Pay Structure</b>	Group A Level-14
2.	<b>Essential Qualification</b>	(i) Graduate degree with aggregate 60% marks; (ii) Associate Member or Fellow of the Institute of Chartered Accountants of India (ICAI)
3.	<b>Desirable Qualification</b>	(i) Postgraduate degree or Diploma in Business or Finance <b>and</b> (ii) Proficiency in use of computer software applications including accounting software. Word and data processing software and ERP systems.
4.	<b>Experience</b>	Experience in Financial and Accounts matters at a supervising capacity for not less than 5 years in a recognized University or other Public or private institution.
5.	<b>Job Description</b>	Formulation and implementation of financial policies; financial planning and budgeting; managing funds; accounting and financial reporting and administration; conducting audits and ensuring statutory compliance.
6.	<b>Age as on last date of application</b>	<b>The candidate should not have crossed 55 years</b>

**General Conditions:**

1. The candidate must be a citizen of India.
2. 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 interview.
3. The qualification prescribed in the table above should have been obtained from recognized Universities/ Institutions.
4. Interested candidates are required to submit applications through online mode only by completing the Application Form, and uploading all required documents. Without these documents, the application form will not be considered.
5. The Statement of Purpose is a 1-page write up on the applicant's appreciation of the role and functions of the position of Finance Officer and how he/she can contribute to the University as well as why he/she considers oneself to be suited for the post.
6. Candidates shall have to produce original documents at the time of interview.
7. 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.
8. Candidates serving in Government/ Public Sector Undertakings (including Boards/ Autonomous Bodies) are required to submit their 'No objection Certificate' from their current employer at the time of interview, if not submitted earlier.
9. No correspondence whatsoever will be entertained from candidates regarding the conduct or result of interview and reasons for not being called for interview.
10. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the Post.
11. NLSIU reserves the right of not filling the post advertised.
12. If information given in an application is found to be incorrect/false, at any stage, the Candidature is liable to be cancelled and any appointment made is also liable to be terminated.
13. Last date for submission of the application is **24<sup>th</sup> January, 2021.**
14. The shortlisted candidates will be intimated through email.

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 **24<sup>th</sup> January, 2021.**

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

Name of the Contact Persons: Ms. Beena and Ms. Savithri

Phone : 080-23160537/23213160/23160533

Email: [recruitment@nls.ac.in](mailto:recruitment@nls.ac.in)

Bangalore  
24<sup>th</sup> December, 2020

**REGISTRAR**