



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 3 /2021 dated 05 /10/2021

**Advertisement for the position of Human Resources (HR) Consultant**

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 the undoubted leader in legal education and research in India and ranked **First** among Law Universities in the National Institute Ranking Framework for four consecutive years.

The University invites online applications for hiring a **Consultant** specialising in **HUMAN RESOURCES MANAGEMENT** for a period of 2 years. The details are as under:

S. No.	Post	Human Resources Consultant (01 vacancy)
1.	Consultancy Fee	Fixed based on the qualification and experience in the field
2.	Essential Qualifications	Graduate degree in any discipline with aggregate 60% marks.
3.	Essential Experience and Skills	(i) A minimum of 5 years of experience handling HR operations in a supervisory position; (ii) Good knowledge of labour law; (iii) Hands-on knowledge of HRMS; (iv) Ability to develop clear and fair employment policies; (v) Fluency in written and oral English communication with excellent drafting, formulation and reporting skills.
4.	Desirable Qualifications and Experience	Post Graduate Degree in Human Resources or a related field is preferred. Experience in an education or research institution
5.	Job Description	The HR Consultant will be responsible for undertaking the following tasks: <ul style="list-style-type: none"><li>Managing and enhancing end-to-end HR processes and enable the transition from manual systems to HRMS;</li><li>Work closely with the leadership team to plan, design, implement and evaluate a HR plan, policies, programmes and processes;</li><li>Stakeholder management and managing and partnering with external partners to drive key initiatives/plans;</li><li>Drive employee engagement initiatives across the organization;</li></ul>

		<ul style="list-style-type: none"> <li>▪ Monitor internal HR systems and databases;</li> <li>▪ Completing performance reviews in a timely manner;</li> <li>▪ Monitoring and ensuring compliance with labour law and other statutory requirements.</li> </ul>
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**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 an 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. Candidates shall have to produce original documents at the time of interview.
6. 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.
7. 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.
8. No correspondence whatsoever will be entertained from candidates regarding the conduct or result of interview and reasons for not being called for interview.
9. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the Post.
10. NLSIU reserves the right of not filling the post advertised.
11. 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.
12. Last date for submission of the application is **18<sup>th</sup> October, 2021**.
13. 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, experience etc. on or before **18<sup>th</sup> October, 2021**.

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

**Name of the Contact Persons: Ms. Savithri**

**Phone : 080-23160537/23213160/23160533**

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

**Bangalore**

**REGISTRAR**

**5<sup>th</sup> October, 2021**