



**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY**

**NAGARBHAVI, BANGALORE-560 242**

**Notification No. 08/2022 dated 05/04/2022**

**Advertisement for the position of Assistant Manager (Academic Administration) - 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 the last three years.

The University invites online applications for hiring a **Consultant** specialising in **ACADEMIC ADMINISTRATION** for a period of 1 year. The details are as under:

S. No.	Post	Assistant Manager (Academic Administration) Consultant (01 vacancy)
1.	<b>Consultancy Fee</b>	Salary will be commensurate with the educational background and relevant experience of the candidate.
2.	<b>Essential Qualifications</b>	Graduate degree in any discipline with aggregate 60% marks.
3.	<b>Desirable Qualifications</b>	Post Graduate Degree in a related field is preferred.
4.	<b>Essential Experience and Skills</b>	(i) A minimum of 6 years of experience in and administrative or operations role; (ii) Good analytical skills, time-management skills and ability for organization and coordination; detail-oriented and data-driven; (iii) Hands-on knowledge of ERP, MS Office, Gmail, Google Documents and Excel/Google Sheets; (iv) Candidate must be self-driven, with the ability to be collaborative as well as to work independently; (v) Fluency in written and oral English communication with excellent drafting, formulation and reporting skills.
5.	<b>Job Description</b>	The Consultant will work closely with Faculty-led Academic Committees and report to the Vice-Chancellor, NLSIU.  The Consultant will be responsible for undertaking the following tasks:

		<ul style="list-style-type: none"> <li>▪ Manage all the end-to-end academic processes for the University;</li> <li>▪ Management of the University academic time-table;</li> <li>▪ Managing end-to-end examination workflow (question paper verification, timetables, answer scripts management, grade publishing);</li> <li>▪ Supporting the assessment and grading process;</li> <li>▪ Supporting the Convocation process;</li> <li>▪ Managing the admissions process including onboarding selected students onto the ERP system;</li> <li>▪ Management and analysis of attendance;</li> <li>▪ Supporting the process of advertisement, applications, and allocations and uploading of course onto the LMS for Elective Courses every trimester;</li> <li>▪ Managing the day to day 'MIS' and other reporting mechanisms;</li> <li>▪ Contributing to University-wide developments in curriculum timetabling systems and procedures;</li> <li>▪ Co-ordinating NAAC and NIRF related activities;</li> <li>▪ Query management &amp; Helpdesk responsibilities.</li> </ul>
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**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 shall have 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 their 'No objection Certificate' from their current employer at the time of interview, if not submitted earlier.
6. No correspondence whatsoever will be entertained from candidates regarding the conduct or result of interview and reasons for not being called for interview.
7. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the Post.
8. NLSIU reserves the right of not filling the post advertised.
9. 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.
10. National Law School of India University is an equal opportunity employer and we value diversity at our institution.
11. Last date for submission of the application is **17<sup>th</sup> April, 2022**.
12. The shortlisted candidates will be intimated through email.

Interested individuals are requested to email their CV and a Statement of Purpose (max 300 words) to [recruitment@nls.ac.in](mailto:recruitment@nls.ac.in) with the subject line “**Academic Administration**”. Please also provide the names and contact details of Two (2) references. Applications must be submitted on or before **5.00pm on 17<sup>th</sup> April, 2022**.

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

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

**Phone : 080-23160537/23213160/23010000**

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

**Bangalore**

**REGISTRAR**

**5<sup>th</sup> April, 2022**