



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 09/2022 dated 29/04/2022

Advertisement for the position of Information Technology (IT) 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 four years.

NLSIU is continuously enhancing the portfolio of online services and systems offered to the students, faculty, and staff. As part of these efforts, we are in the process of migrating our data and processes from a Student Management System and certain legacy software applications to an Enterprise Resource Planning (ERP) System.

The University invites online applications for hiring an **Information Technology (IT)** professional on a **Consultancy basis** for a period of six (6) months. The details are as under:

S. No.	Post	Information Technology (IT) Consultant (01 vacancy)
1.	Consultancy Fee	Fee will be commensurate with the educational background and relevant experience of the candidate.
2.	Essential Qualifications	Graduate degree in any Computer Science/Information Technology/Electronics & Computer Engineering or other related technical discipline with aggregate 60% marks.
3.	Desirable Qualifications	Post Graduate Degree in a related field or MBA is preferred.
4.	Essential Experience and Skills	(i) A minimum of four (4) years of work experience in the Information Technology industry. (ii) A minimum of one (1) year of work experience in Business Process Reengineering and/or ERP implementation. (iii) Good analytical skills, time-management skills and ability for organization and coordination; detail-oriented and data-driven; (iv) Proficiency in ERP, MS Office, Gmail, Google Documents and Excel/Google Sheets;

		<p>(v) Candidate must be self-driven, with the ability to be collaborative as well as to work independently;</p> <p>(vi) Fluency in written and oral English communication with excellent drafting, formulation and reporting skills.</p>
5.	Job Description	<p>The Consultant will closely work with various University Departments and the service/software providers to translate the University's business processes into functional specifications onto the ERP system. The Consultant will report to the Registrar.</p> <p>The Consultant will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> ● Capture and document the As-Is processes of the various business functions performed by various departments. (Academic Administration Department, Finance Department, People and Culture, Registrar's Office, Vice Chancellor's Office, Library and Halls of Residence among others) ● Ensure and assist in the migration of data from legacy systems to ERP. ● Conduct in-depth discussions with the relevant stakeholders and design the To-Be processes. ● Understand the ERP system through close coordination with the service provider. ● Assist the university in implementation of the ERP system. ● Coordinate with the service provider on implementation of customizations. ● Create training materials for the users and provide the necessary trainings to the staff, faculty, and students. ● Submit periodic reports on the progress of activities to the leadership team of the University. <p>Other responsibilities shall include:</p> <ul style="list-style-type: none"> ● Providing technical guidance and inputs in matters pertaining to the IT systems to the University. ● Providing technical assistance towards digitalizing core operational activities like admissions, recruitment for specific functions like HR, Finance and Academic Administration. ● Assisting the University in vendor selection and management that are relevant to IT systems.

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 **9th May, 2022**.
12. 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 5.00pm on 9th May, 2022.

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

29^h April, 2022