



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 10 /2022 dated 11/05/2022

Advertisement for the position of Accountant

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.

The University invites online applications for hiring a qualified **Accountant (Procurement)** for a full-time post.

A. Job Description

S. No.	Post	Accountant (Procurement) (01 vacancy)
1.	Pay Structure	Level 4/5/6 as per the VII th 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 one year's probation.
3.	Essential Qualifications	Graduate degree in any Commerce, Accounting or other related technical discipline with aggregate 55% marks. <i>Provided</i> , for candidates with benchmark disabilities, the minimum aggregate mark is 50%.
4.	Desirable Qualifications	Post-Graduate/Professional Degree in a related field such as Chartered Accountancy, Cost and Works Accountancy or Cost Management Accountancy is preferred.
5.	Essential Experience and Skills	<ul style="list-style-type: none">(i) A minimum of three (3) years of relevant work experience in an accounts or procurement function;(ii) Proficiency in ERP software, MS Excel, MS Office, Gmail, Google Documents and Excel/Google Sheets;(iii) Good analytical skills, time-management skills and ability for organization and coordination; detail-oriented and data-driven;(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.
6.	Roles and Responsibilities	<p>The Accountant (Procurement) will closely work in the Finance Department and report to the University's Chief Finance and Administrative Officer.</p> <p>The employee will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> • Managing the end-to-end procurement process for the University; • Handling all procurement requirements of the University, including capital purchases; • Contacting local vendors for various requirements, float enquiries, prepare comparative statements, finalize the terms of procurement; • Purchase related responsibilities including Vendor Due Diligence and Onboarding, Price Negotiation, Preparing Purchase Orders and GRNs, Payments to Vendors, monitoring vendor performance etc.; • Materials Management and Inventory Control; • Preparing MIS reports on an ongoing basis including tracking and reporting key functional metrics to reduce expenses and improve effectiveness.

B. Selection Process

1. Selection will take place in two parts. In Part 1, candidates will be shortlisted in a 1:5 ratio on review of their applications as against the number of vacancies for the Interview round (Part 2). In Part 2, the Interview Selection Panel shall score candidates out of a total of 50 marks for selection to the posts.
2. Candidates holding a contractual position in the University as of the last date of application for this post shall be eligible and entitled to apply. They shall be eligible for the following concessions:
 - a. Notwithstanding the shortlisting ratio of 1:5, candidates shall be shortlisted for the interview stage, subject to meeting the essential educational qualifications and minimum years of work experience.
 - b. In Part 2, candidates will be awarded **0.3** additional marks per year of continuous service at NLSIU up to a **maximum of 3 (Three) marks**.

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 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 **21st h May, 2022.**
12. The shortlisted candidates will be intimated through email.

Interested individuals are requested to fill in the Application Form on the website (www.nls.ac.in) and upload their CV and supporting certificates on or before **5.00pm on 21st 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 : 080-23160537/23010000

Email: recruitment@nls.ac.in

Bangalore

REGISTRAR

11th May, 2022