



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No.14/2022 dated 26/05/2022

Advertisement for the position of Office Assistant

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 qualified **Office Assistants** to full-time posts.

A. Job Description

S. No.	Post	Office Assistant (06 vacancies)
1.	Pay Structure	Level 4 as per the VII th CPC subject to 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 discipline from a recognized University. Candidates who are pursuing a graduate degree from a recognized University, and are on course to completion are also encouraged to apply.
4.	Essential Experience	A minimum of five (5) years of relevant work experience in an administrative capacity.
5.	Experience and Skills	(i) Minimum typing speed (in English) of 35 w.p.m.; (ii) Conversant with general, personnel and/or academic administration; (iii) Proficiency in the full range of general office services and functions as well as knowledge of the services of their department and work assignment; (iv) Proficiency in operating a computer, MS Office and GSuite i.e. Google Docs, Google Sheets and Google Slides.

		<p>(v) Warm personality with strong communication skills;</p> <p>(vi) Ability to work well under limited supervision and demonstrated ability for team work.</p>
6.	Roles and Responsibilities	<p>The Office Assistant will report to the Department head they are assigned to.</p> <p>The employee will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> • Managing end-to-end office process for the department; • Greeting visitors to the department or other personnel of the University by phone, in person or through electronic media; • Assisting in resolving problems and responding to queries by students, personnel or other persons satisfactorily; • Identifying student/staff needs and matching them with available resource; • Handlings requests/transactions or directing the person or matter to the proper sources; • Processing forms or applications to ensure accuracy and completeness; computing or verifying data, fees or payments, enters data and forwards or files paperwork; • Creating, organizing and managing records and files; • Updating paperwork and databases; • Drafting documents, including correspondence and reports; • Operating office equipment such as printers, copy machines, etc.; • Organizing travel by booking accommodation and reservation needs as required; • Maintains supply inventory; • Provides direct or indirect assistance to academic and administrative functions and services; • Helps organize and maintain office common areas; • Performs other related duties as assigned.

B. Selection Process

1. Selection will take place in two parts. In Part 1, candidates will be shortlisted in a 1:3 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 1:3, 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 **4th June, 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 4th June, 2022**.

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

Name of the Contact Persons: Ms. Savithri

Phone : 080-23160537/2301000

Email: recruitment@nls.ac.in

Bangalore

REGISTRAR

26th May, 2022