



## NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 16/2022 dated 31/05/2022

### Advertisement for the positions of Student Welfare Officer

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 **Student Welfare Officers** to a full-time post.

#### A. Job Description

S. No.	Post	Student Welfare Officer (02 vacancies)
1.	<b>Pay Structure</b>	Level 9/10/11 as per the VII <sup>th</sup> CPC based on the qualifications and experience of the candidate.
2.	<b>Tenure</b>	Permanent basis till the age of superannuation i.e. 60 years, subject to confirmation after the satisfactory completion of one year's probation.
3.	<b>Essential Qualifications</b>	Graduate degree in any discipline with aggregate 55% marks. <i>Provided</i> , for candidates with benchmark disabilities, the minimum aggregate mark is 50%.
4.	<b>Desirable Qualifications</b>	(i) Post-Graduate Degree/Diploma in education, social work, psychology, counselling or a related field. (ii) Three (3+) years' experience in dealing effectively and responsibly with students or young people.
5.	<b>Essential Experience and Skills</b>	(i) Strong inter-personal and listening skills; (ii) Ability for organization and coordination; (iii) Ability to work effectively and constructively as part of a team; (iv) Have a sound appreciation for confidentiality and data protection regulations; (v) Ability to work flexibly and willing to go beyond office hours; (vi) Demonstrate high level analytical and problem solving

		<p>skills with the ability to take initiative and provide sound advice and recommendations to resolve issues;</p> <p>(vii) Excellent oral and written communication skills.</p>
6.	<b>Roles and Responsibilities</b>	<p>The Student Welfare Officer will report to the Chair – Campus Life and the Chief Warden.</p> <p>The employee will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> <li>• Representing the interests of all students in welfare related matters, organise student welfare activities and events, constitute student committees and be a point of contact for all students;</li> <li>• Supporting the vision and strategic direction of the University by providing outstanding welfare care that reduces barriers to learning and nurtures happy, confident and resilient students;</li> <li>• Liaising with the Vice Chancellor, Registrar, Academic Administration, Campus Life team, University Nurse, University Doctor, Hostel Wardens, University Counsellor and the Student Bar Association;</li> <li>• Being available to provide practical and informed advice to students regarding welfare matters, and act as the first point of contact for welfare advice particularly outside of office hours;</li> <li>• Responding promptly to requests from the wardens, Registrar, or other members of staff to assist with welfare incidents. Student Welfare Officers are expected to live onsite if possible, so priority access to accommodation on the NLSIU campus will be offered to the successful candidates;</li> <li>• Assisting with serious incidents/emergencies: apprising the Vice Chancellor and Registrar of any serious incidents and following established ‘emergency’ procedures and protocols. This includes contacting parents and medical services and handing over all relevant information and attending de-briefing sessions as required;</li> <li>• Leading welfare information sessions for all new students at the start of term (and subsequent terms if required);</li> <li>• Writing reports, where appropriate, on issues relating to a student’s health, or particular students regarding their welfare concerns, physical or mental;</li> <li>• Organising other face to face and online welfare events and activities throughout the year as required (for instance Mental Health Awareness week, support programmes, fitness activities etc.);</li> </ul>

		<ul style="list-style-type: none"> <li>• Organising activities which connects current students with freshers;</li> <li>• Undertaking any other duties within their competence which may be reasonably required from time to time;</li> </ul>
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## **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 **10<sup>th</sup> 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](http://www.nls.ac.in)) and upload their CV and supporting certificates on or before **5.00pm on 10<sup>th</sup> 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 : 080-23160537/23010000**

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

**Bangalore**

**REGISTRAR**

**31<sup>st</sup> May, 2022**