



## NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

### Notification No. 18 /2022 dated 29/06/2022

#### **Advertisement for the positions of Manager – Professional & Continuing Education (PACE)**

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.

In recognition of its mission to promote excellence in legal education, and to broaden access to the highest standards of learning in the law for all, NLSIU provides a post-graduate Master's degree, and several post-graduate diplomas for students from all backgrounds through online and hybrid learning methods. The University's Professional and Continuing Education department (**PACE**) administers these programmes in addition to designing and delivering training programmes for several leading organisations and government agencies. These programmes blend a deep understanding of the theoretical aspects of the law, practical know-how, and applications and examples from the field.

The University invites online applications for hiring qualified professionals to full-time post of Manager - PACE.

#### **A. Job Description**

S. No.	Post	Manager - PACE (02 vacancies)
1.	<b>Pay Structure</b>	Level 8/9/10 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 administration/management, education, IT or related 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 or Diploma in administration/management education, project management, IT or a related field; (ii) Three (3+) years' experience in managing teams and anchoring programmes;

		<p>(iii) Competent in Learning Management technology or digital academic tools;</p> <p>(iv) Experience in managing academic and online programmes in the education technology sector;</p> <p>(v) Working knowledge of instructional and curriculum design.</p>
5.	<b>Essential Experience and Skills</b>	<p>(i) Strong inter-personal and listening skills;</p> <p>(ii) Ability for organization and coordination;</p> <p>(iii) Ability to work effectively and constructively as part of a team;</p> <p>(iv) Ability to work flexibly and willing to go beyond office hours;</p> <p>(v) Excellent oral and written communication skills.</p>
6.	<b>Roles and Responsibilities</b>	<p>The Manager-PACE will report to the Senior Manager - PACE.</p> <p>The employee will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> <li>• Anchoring and supporting the academic (degree/diploma/certificate) and training programmes run by PACE – from admission to programme closure;</li> <li>• Anchoring communication with external stakeholders, public and private partners;</li> <li>• Managing learning and delivery design of classes;</li> <li>• Managing academic content and discussion fora on the Learning Management System;</li> <li>• Working closely with the programme faculty to streamline learning goals;</li> <li>• Facilitating digitisation of study materials;</li> <li>• Facilitating effective communication and feedback loops among various stakeholders;</li> <li>• Managing class schedules and related correspondence with faculty;</li> <li>• Ensuring adherence to processes, timelines and SOPs;</li> <li>• Creating proposals for new programmes;</li> <li>• Managing student queries with speed and accuracy;</li> <li>• Collaborating with peers to ensure a high-quality experience for all stakeholders;</li> <li>• Any other task assigned by the supervisors.</li> </ul>

**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 **20<sup>th</sup> July, 2022**.
12. The shortlisted candidates will be intimated through email.

Interested individuals are requested to fill in the Application Form on the website (<https://www.nls.ac.in/news-and-events/work-with-us/>) and upload their CV and supporting certificates on or before **5.00pm on 20<sup>th</sup> July, 2022**.

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

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

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

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

**Bangalore**

**REGISTRAR**

**29<sup>th</sup> June, 2022**

