



## NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 24 /2022 dated 16/08/2022

### Advertisement for the position of Manager – People & Culture

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 is committed to building on its legacy to become a leading Asian and Global law school in the next decade. We aim to build a professional and responsive University administration to be led by a well-qualified and highly motivated **MANAGER – PEOPLE & CULTURE**. Sound judgement under pressure, the ability to think laterally and creatively within a challenging and complex environment, and the intellectual capacity and strength of character to drive forward the University's agenda are essential attributes. A sound appreciation of the academic environment and ability to operate effectively within a complex and nuanced decision-making context are also important.

The University accordingly invites online applications from qualified **Human Resources professionals** for the full-time post based in Bangalore of **Manager – People & Culture**. The details are as under:

#### A. Job Description

S. No.	Post	Manager – People & Culture (01 vacancy)
1.	<b>Pay Structure</b>	Level 7/8/9/10 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 Business Management, Human Resource Management or any 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>	Post Graduate Degree/Diploma in Business Management, Human Resource Management or a related field.
5.	<b>Essential Experience and</b>	(i) 5-8 years of overall work experience with at least 5 years' experience in the human resources domain;

	<b>Skills</b>	<ul style="list-style-type: none"> <li>(ii) Strong execution rigor and operational skills;</li> <li>(iii) Strong presentation and time management skills;</li> <li>(iv) Expertise in Human Resources Management Systems and Applicant Tracking Systems;</li> <li>(v) Ability to effectively communicate, understand and empathize;</li> <li>(vi) Ability to maintain and develop relationships with key internal stakeholders;</li> <li>(vii) Ability to collaborate with different departments/centres at the University;</li> <li>(viii) Ability to analyze data – comfort with Excel and PowerPoint;</li> <li>(ix) Ability to multitask and work well under pressure;</li> <li>(x) Ability to work effectively and constructively as part of a team.</li> </ul>
6.	<b>Roles and Responsibilities</b>	<p>The Manager – People &amp; Culture will report to the People &amp; Culture Officer.</p> <p>The <b>Manager – People &amp; Culture</b> will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> <li>• Executing end-to-end HR processes for the University;</li> <li>• Working closely with the University’s departments/centres in the capacity of an HR business partner;</li> <li>• Anchoring the recruitment process for the University with a focus on consistency and scalability;</li> <li>• Anchoring the transition of human resource systems and processes to an HRMS;</li> <li>• Building and executing meaningful people engagement products (onboarding, culture and value sessions) at the institutional level;</li> <li>• Implementing processes and mechanisms for a high-performance work ethic;</li> <li>• Analyzing trends and key HR metric for all departments and centres;</li> <li>• Engaging in monthly/quarterly people reviews for the team. Working closely with management and staff to improve work relationships, build morale and increase productivity and retention;</li> <li>• Developing a comprehensive and sustainable employee engagement strategy;</li> <li>• Responding to HR-related issues in a timely manner.</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 **30<sup>th</sup> August, 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 30<sup>th</sup> August, 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**

**16<sup>th</sup> August, 2022**