



## NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 25/2022 dated 02/09/2022

### Advertisement for the position of Legal Officer (Consultant)

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 five years.

The University is committed to building on its vision to become a leading global law school over the next decade. With this in mind, the University invites applications from accomplished, committed, and dynamic legal minds for the position of **Legal Officer** on a Consultancy basis for a period of two (2) years.

#### A. Job Description

S. No.	Post	Legal Officer (Consultant) (01 vacancy)
1.	Pay Structure	Fees will be commensurate with the qualifications and experience of the candidate.
2.	Tenure	Contract basis for a period of two (2) years.
3.	Essential Qualifications	(i) Graduate degree in any law with aggregate 55% marks. <i>Provided</i> , for candidates with benchmark disabilities, the minimum aggregate mark is 50%. (ii) Professional license to practice law
4.	Desirable Qualifications	Post-Graduate Degree in Law, business administration or other relevant discipline.
5.	Essential Experience and Skills	(i) Four (4+) years of post-qualification experience. Experience as in-house legal counsel or with a public institution is desirable. (ii) Strong understanding of litigation and legal procedure; (iii) Strong understanding of labour law and administrative law and procedures; (iv) Sound judgment and ability to analyse situations and information; (v) Ability to create legal defensive strategies and act proactively; (vi) High degree of professional ethics and integrity;

		<p>(vii) Excellent negotiating and drafting skills;</p> <p>(viii) Excellent oral and written communication skills;</p> <p>(ix) Ability to cultivate and maintain strong professional relationships;</p> <p>(x) Ability to multitask and keep on top of a busy, varied workload;</p> <p>(xi) Ability to work independently and as part of a team.</p>
6.	<b>Roles and Responsibilities</b>	<p>The Legal Officer will report to the Registrar and Vice-Chancellor, NLSIU.</p> <p>The Legal Officer will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> <li>• Giving accurate and timely legal advice on a variety of legal topics;</li> <li>• Managing the University's litigation, coordinating with external legal counsel and devising appropriate legal strategies;</li> <li>• Managing internal legal processes and monitoring regulatory compliance;</li> <li>• Updating existing internal policies and formulating and implementing new regulations or policies as necessary;</li> <li>• Drafting, negotiating and reviewing various agreements, commercial contracts and other legal documents;</li> <li>• Drafting, reviewing and finalizing necessary briefs, notices, replies, RTIs and policy documents;</li> <li>• Communicating and negotiating with external parties including regulatory authorities, government departments and other third parties;</li> <li>• Providing clarifications on legal language or applicable law;</li> <li>• Staying up-to-date with changes to legislation, particularly in relation to laws, rules and regulations that the University.</li> </ul>

**B. 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 **12<sup>th</sup> September, 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 12<sup>th</sup> September, 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**

**2<sup>nd</sup> September, 2022**