



## NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 28 /2022 dated 21/09/2022

### Advertisement for the position of Director – Campus Life

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 legacy to become a leading Asian and Global law school in the next decade. The University accordingly invites online applications from dynamic and accomplished professionals for the full-time post based in Bangalore of **Director – Campus Life**. The details are as under:

#### A. Job Description

S. No.	Post	Director – Campus Life (01 vacancy)
1.	<b>Pay Structure</b>	Level 12/13/14 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 Higher Education, Education, Student Affairs Administration, Counselling, Social Work or any related field 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 Higher Education, Education, Student Affairs Administration, Counselling, Social Work or any related field.
5.	<b>Essential Experience and Skills</b>	(i) 12 years of overall work experience in college administration, student life, counselling, college-level teaching or other comparable non-campus based experience; (ii) A compelling vision of the role of student and campus life in the overall educational experience of students; (iii) A proven ability to lead and manage a team of professionals effectively, to make tough decisions when necessary, and to

		<p>work well with other senior staff;</p> <p>(iv) A demonstrated commitment to diversity and inclusion with a high degree of accessibility and openness to students;</p> <p>(v) Demonstrated sensitivity, imagination, and effectiveness in responding to challenging student and college community issues;</p> <p>(vi) Excellent interpersonal and communication skills;</p> <p>(vii) Excellent time-management and problem-solving skills, and attention to detail.</p>
<p>6.</p>	<p><b>Roles and Responsibilities</b></p>	<p>The Director – Campus Life will report to the Dean – Campus Life.</p> <p>The <b>Director – Campus Life</b> will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> <li>• Managing the Offices of Student Affairs and Residential Life. This will include interacting with the medical and psychological staff. They will provide leadership and direction to continue to enhance the overall quality of student and residential life;</li> <li>• Developing and overseeing all extra-curricular programmes (sports, cultural etc.) that enable students to realize their fullest social and personal potential;</li> <li>• Overseeing in-campus discipline of the students and coordinating the same with the hostel wardens;</li> <li>• Fostering and modelling an atmosphere of mutual respect, caring, collective engagement, accountability, and personal growth in a diverse community;</li> <li>• Developing systematic ways to assess, improve, and renew programmes, benchmarking them against best practices and gathering the data necessary for informed decision-making;</li> <li>• Supervising various campus programmes and serving as a liaison between University administrators and student organizations, such as the student body, clubs and societies on campus;</li> <li>• Providing oversight to campus-wide signature student events and programs;</li> <li>• Directing students to resources, policies, and procedures to address personal or academic concerns;</li> <li>• Assisting with addressing and responding to student complaints;</li> <li>• Overseeing social media accounts for Campus Life/Student Affairs;</li> <li>• Drafting policies, rule &amp; regulations for the functioning of the</li> </ul>

		<p>offices that report to the Dean;</p> <ul style="list-style-type: none"> <li>• Working to provide an excellent student experience by working with other departments and offices especially Academic Administration, other staff, parents and student leaders to lead university wide programmes from orientation to graduation;</li> <li>• Steer discipline-related processes and procedures and the specific committee that deals with such matters at NLSIU (DARIC);</li> <li>• Any other functions or additional duties that may be assigned 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 **12<sup>th</sup> October, 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> October, 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**

**21<sup>st</sup> September, 2022**

**REGISTRAR**