



## NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No.27/2022 dated 10/09/2022

### Advertisement for the position of Manager – Admissions

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 **Manager – Admissions**. The details are as under:

#### A. Job Description

S. No.	Post	Manager – Admissions (01 vacancy)
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 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>	Post Graduate Degree/Diploma in any discipline
5.	<b>Essential Experience and Skills</b>	(i) 5-8 years of overall work experience with at least five years in an academic administration/student affairs setting; (ii) Excellent interpersonal and communication skills; (iii) Excellent time-management and problem-solving skills, and attention to detail; (iv) Ability and desire to work independently in a fast-paced environment and complete multiple tasks and a large volume of work in a timely and effective manner; (v) The ability to work well with others, both internally and externally, from a wide variety of backgrounds;

		<p>(vi) Skilled in MS Office;</p> <p>(vii) Ability to learn new software programmes quickly and effectively;.</p> <p>(viii) Ability to work effectively and constructively as part of a team.</p>
6.	<b>Roles and Responsibilities</b>	<p>The Manager – Admissions will report to the Chairpersons of the Academic Councils constituted for the B.A., LLB (Hons), LL.M, LL.B (Hons), MPP and Ph.D. programmes.</p> <p>The <b>Manager – Admissions</b> will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> <li>• Evaluating and processing admissions applications in accordance with University policies, goals and rules on admissibility of undergraduate and graduate students;</li> <li>• Managing the admissions processing of a portfolio of programmes in close liaison with academic departments, applying agreed criteria to make admissions decisions consistently and fairly;</li> <li>• Overseeing and administering all aspects of planning of all student events including orientations and all academic and social events;</li> <li>• Advising applicants regarding admissions requirements, eligibility for admission, program options, residency requirements and other matters related to their admission to the University;</li> <li>• Serving as a resource to students, parents, the University community, High Schools, and other feeder institutions regarding admission to the University. Interpret admissions policies and procedures and respond to general questions about the University’s campus life, academic programs, financial aid and requirements. Make referrals to other University offices as appropriate;</li> <li>• Processing incoming applications for all degree programmes, checking qualifications, the validity of decisions and authenticity of results;</li> <li>• Working closely with academic staff across the University and liaising with schools, colleges and directly with applicants;</li> <li>• Staying informed regarding academic program requirements, enrolment restrictions and other issues related to recruiting and admitting students;</li> <li>• Engaging in extensive in-state and out-of-state travel to interview and recruit prospective students;</li> <li>• Assisting in developing informational and/or promotional materials;</li> <li>• Conducting informational meetings and programs to explain admission requirements policies and procedures;</li> <li>• Liaising regularly with both academic and administrative staff;</li> <li>• Assisting in maintaining and updating admission records and files and</li> </ul>

		<p>compiles admissions reports as directed.</p> <ul style="list-style-type: none"> <li>• Participating in summer orientation and registration program for newly admitted students.</li> <li>• Evaluating courses offered by other schools to determine their equivalency to courses offered at the University.</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 **27<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 27<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**

**10<sup>th</sup> September, 2022**

**REGISTRAR**