



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 31 /2022 dated 17/10/2022

Advertisement for the position of Senior Manager – Research

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 **Senior Manager – Research**. The details are as under:

A. Job Description

S. No.	Post	Senior Manager – Research (01 vacancy)
1.	Pay Structure	Level 11/12/13 as per the VII th CPC based on the qualifications and experience of the candidate.
2.	Tenure	Permanent basis till the age of superannuation i.e. 60 years, subject to confirmation after the satisfactory completion of one year's probation.
3.	Essential Qualifications	<ul style="list-style-type: none">• Bachelor's degree in any discipline with minimum 55% aggregate marks.• Master's degree/Post-graduate diploma in any discipline with minimum 55% aggregate marks.• 10 or more years of experience in research or policy or business administration.
4.	Desirable Qualifications	A doctoral degree in any discipline. For those with a PhD, an equivalent combination of education and experience may be considered.
5.	Essential Experience and Skills	(i) Demonstrated knowledge and application of standard budgeting procedures.

		<ul style="list-style-type: none"> (ii) Excellent knowledge of the electronic grants process (including a demonstrated proficiency in the use of Microsoft Word, PowerPoint, and Excel) are required. (iii) Proficient knowledge and understanding of research ethics and confidentiality principles and practices as defined by the Office of Research. (iv) A proven ability to make sound decisions by applying policies and procedures and using available resources. (v) A proven ability to establish and maintain effective working relationships with supervisors, co-workers, granting agencies, research centres and the public. (vi) Excellent ability to communicate effectively verbally and in writing with a variety of constituents. (vii) A proven ability to train field staff and design surveys. (viii) Excellent project monitoring and communication/ reporting capabilities (both to the Funder as well as to NLS). (ix) Proficiency in putting together/helping teams put together project proposals from a rough draft, as they will know what kinds of projects each funding agency prefers. (x) A proven ability to analyse information and research a variety of sources to identify and resolve problems or issues. (xi) Excellent ability to work independently and with limited supervision. (xii) Competency in managing multiple projects under tight deadlines. (xiii) Excellent ability and sensitivity to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds. (xiv) Excellent ability to work effectively and constructively as part of a team.
6.	Roles and Responsibilities	<p>The Senior Manager – Research will report to the Dean – Research.</p> <p>The Senior Manager – Research will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> ▪ To effectively work with the Dean Research in ensuring that the University develops as a leading research University in India and internationally with world-class research processes. ▪ To ensure that the research output of the University is designed, implemented and communicated to the academic community on an on-going basis, such that the University’s

		<p>research is unparalleled.</p> <ul style="list-style-type: none"> ▪ Being responsible for processing, review, negotiation, and acceptance of sponsored project activities and to ensure proper stewardship of awarded funds in compliance with the regulations of both the University and the sponsor. ▪ To develop research protocols and policies and their implementation. ▪ To facilitate the link between research activities and research outcomes and to promote the use of best practices in administration. ▪ To ensure the proper application of policies and regulations during the submission of external grant proposals, compliance protocols, and acceptance of external grants and contracts by processing and reviewing all submissions from faculty, staff, and students in accordance with University policies and procedure and communicating the same to all stakeholders, both within the University and outside the University. ▪ To provide essential training and guidance on externally funded research laws and regulations to University faculty, staff, students, and any group whose activities are subject to the same, under the direction of the Dean-Research. ▪ To coordinate research projects and to ensure that all project goals are achieved in accordance with ethical standards and scientific methods and in compliance with applicable laws and regulations relating to external funding of University research, instruction, and public service programs. ▪ To manage budgets and financial records related to research projects and ensure that there is no conflict of interest. ▪ To manage and co-ordinate the recruitment of highly skilled research staff along with the People and Culture department of the University. ▪ To assist in the preparation and analysis of regularly scheduled and special requested reports regarding externally funded grant and research activities. ▪ To effectively contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds. ▪ To be competent and well abreast through self-directed professional reading, developing professional contacts with colleagues, attending professional development classes, and attending training and/or courses as required by the Dean of Research. ▪ To contribute to the overall success of the Office of Research
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		administration by performing all other duties as assigned.
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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 **7th November, 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) and upload their CV and supporting certificates on or before **5.00pm on 7th November, 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

Bangalore

17th October, 2022

REGISTRAR