



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 32/2022 dated 25/10/2022

Advertisement for the position of Manager – Academic Administration

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 – Academic Administration**. The details are as under:

A. Job Description

S. No.	Post	Manager – Academic Administration (02 vacancies)
1.	Pay Structure	Level 9/10/11 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	Bachelor's degree in any discipline with minimum 55% aggregate marks.
4.	Desirable Qualifications	Master's degree/Post-graduate diploma in any discipline with minimum 55% aggregate marks.

<p>5.</p>	<p>Essential Experience and Skills</p>	<ul style="list-style-type: none"> (i) 5-8 years of experience in an administrative or operations role. (ii) Prior experience in working in an academic setting and on an ERP and LMS or similar tools. (iii) Excellent analytical skills, collation skills, communication skills (written and oral), technical skills and time-management skills. (iv) Self-driven and collaborative. (v) Must have the ability to work independently and provide attention to detail, and be data-driven. (vi) Excellent proficiency in ERP, MS Office, Gmail, Google Documents and Google Sheets. (vii) Excellent ability to multitask and work well under pressure. (viii) Must take full ownership of assigned projects and work independently. (ix) Excellent ability to work effectively and constructively as part of a team.
<p>6.</p>	<p>Roles and Responsibilities</p>	<p>The Manager – Academic Administration will report to the Senior Manager – Academic Administration.</p> <p>The Manager – Academic Administration will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> • To manage all the end-to-end academic processes for the University and work closely with faculty to assist in course delivery in physical and online modes. • Academic planning before and during semesters as follows: <ul style="list-style-type: none"> ○ Create list of courses to be taught each semester. ○ Assign instructors in consultation with faculty group coordinators. ○ Communicate list of courses and instructors in time for the creation of time tables. ○ Ensure that course design is initiated and completed on time. ○ Maintain an up-to-date repository of course and curriculum documents. ○ Communicate with faculty about grading, deadlines and ensure that grading is accurate, completed and declared on time. • To manage the University academic time-table. • To effectively manage all the end-to-end academic processes for the University. • To manage end-to-end examination workflow (question

		<p>paper verification, timetables, answer scripts management, grade publishing) in a timely manner.</p> <ul style="list-style-type: none"> • To support the assessment and grading process. • To help and support the Convocation process. • To manage the admissions process including on-boarding selected students onto the ERP system. • To be responsible for the management and analysis of attendance. • To support the process of advertisement, applications, and allocations and uploading of courses onto the LMS for Elective Courses every trimester. • To manage the day to day 'MIS' and other reporting mechanisms. • To effectively contribute to University-wide developments in curriculum timetabling systems and procedures. • To co-ordinate NAAC and NIRF related activities. • Query management & Helpdesk responsibilities.
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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 **15th 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 15th 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

25th October, 2022

REGISTRAR