



## NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 33 /2022 dated 25/10/2022

### Advertisement for the position of Editor

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 **Editor**. The details are as under:

#### A. Job Description

S. No.	Post	Editor (01 vacancy)
1.	<b>Pay Structure</b>	Level 9/10/11 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>	<ul style="list-style-type: none"><li>• Bachelor's degree in Communications, English, Journalism, Public Relations or a field related to curriculum development and instructional design with minimum 55% aggregate marks.</li><li>• Master's degree/Post-graduate diploma in English/Journalism/Mass Communication in any discipline with minimum 55% aggregate marks.</li></ul>
4.	<b>Desirable Qualifications</b>	Substantial experience in academic or teaching environments.
5.	<b>Essential Experience and Skills</b>	<ol style="list-style-type: none"><li>i) 8 or more years of experience in Journalism or Communication or Publishing houses or associated areas.</li><li>ii) Outstanding writing, editing and communication skills.</li><li>iii) Strong knowledge of communication practices and</li></ol>

		<p>techniques.</p> <ul style="list-style-type: none"> <li>iv) Proficient in academic language and argumentative writing.</li> <li>v) Strong presentation and time management skills.</li> <li>vi) Ability to multitask and work well under pressure.</li> <li>vii) Ability to directly source pieces and interact with the staff and external authors.</li> <li>viii) A passion for the written word and the ability to plan, organize, and see printed material through its several stages of production.</li> <li>ix) An ability to balance content and context of a written piece.</li> <li>x) Proven experience creating targeted content is advantageous.</li> <li>xi) Willingness to take full ownership of assigned projects and work independently.</li> <li>xii) Ability to work effectively and constructively as part of a team.</li> </ul>
<p>6.</p>	<p><b>Roles and Responsibilities</b></p>	<p>The Editor will report to the Dean - Research/Vice Chancellor.</p> <p>The Editor will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> <li>i) To handle all matters related to literary submissions, including but not limited to the following responsibilities.</li> <li>ii) To develop, maintain and improve online/offline publications platforms of the University to the highest standards.</li> <li>iii) To be responsible for and oversee all journal activities: <ul style="list-style-type: none"> <li>a. To oversee the publication of journals and help produce compelling writing with depth and clarity.</li> <li>b. To review and edit submissions, communicate with authors and coordinate with the Editorial Board.</li> <li>c. To oversee all copy editing operations for the journal, which may include but is not limited to proof reading and editing all submissions, and overseeing other volunteer copy editors.</li> <li>d. To shape the direction of the University's journals.</li> <li>e. To work with journal teams to streamline and review editorial processes.</li> <li>f. To oversee the redevelopment/updating of the journal websites periodically.</li> </ul> </li> <li>iv) To oversee and manage a rigorous article review process.</li> <li>v) To edit, proofread, and produce "camera-ready" copy for documents including newsletters, annual reports,</li> </ul>

		<p>booklets, flyers, course descriptions, books, manuscripts, articles, manuals, and other materials for distribution or publication.</p> <ul style="list-style-type: none"> <li>vi) To oversee production schedules and ensure adherence to deadlines.</li> <li>vii) To Serve as a liaison between the University and printers, and/or publishers.</li> <li>viii) To make final decisions on the acceptance and rejection of articles.</li> <li>ix) To work with the Editorial and Advisory Boards to continuously improve the University research writing output.</li> <li>x) To coordinate with various stakeholders of the University and conduct writing workshops for various stakeholders of the University.</li> <li>xi) To coordinate with various stakeholders within and beyond the University on publication projects, including the Alumni Newsletter, Quirkier etc.</li> <li>xii) To coordinate with research communities within the University on the holding of writing workshops, which may be extended to Academic Fellows, Research students (in the LL.M, MPP and PhD cohorts, as well as undergraduate students who are writing dissertations).</li> <li>xiii) To shape 'The NLS Blog' as a space for intellectual discussion, including updating the Blog in a timely manner with relevant pieces from the members of the University.</li> <li>xiv) To build and promote an editorial and publication infrastructure that responds to the needs of researchers, faculty and students at the University.</li> <li>xv) To oversee the University's open-access infrastructure for all its publications.</li> <li>xvi) To work with other teams to help publicise the University's output (publications, journal articles, and journal websites).</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 **15<sup>th</sup> 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](http://www.nls.ac.in)) and upload their CV and supporting certificates on or before **5.00pm on 15<sup>th</sup> 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](mailto:recruitment@nls.ac.in)**

**Bangalore**  
**25<sup>th</sup> October, 2022**

**REGISTRAR**

