



**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY**

**NAGARBHAVI, BANGALORE-560 242**

**Notification No. 35/2022 dated 10/11/2022**

**Advertisement for the position of Alumni Officer**

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 **Alumni Officer**. The details are as under:

**A. Job Description**

S. No.	Post	Alumni Officer (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>	Graduate degree in any discipline with aggregate 55% marks. Provided, for candidates with benchmark disabilities, the minimum aggregate mark is 50%.
4.	<b>Desirable Qualifications</b>	Post Graduate Degree/Diploma in any discipline with aggregate 55% marks.

5.	<b>Essential Experience and Skills</b>	<ul style="list-style-type: none"> <li>▪ 7+ years of overall experience with 4+ years of work experience in university administration, programme development or philanthropic initiatives or a related field Excellent interpersonal and communication skills;</li> <li>▪ Ability to work with and manage a wide range of internal and external stakeholders and forge partnerships.</li> <li>▪ Excellent research and communication skills.</li> <li>▪ Strong networking abilities.</li> <li>▪ Strong presentation skills.</li> <li>▪ Strong budget management skills, organisation skills and IT skills.</li> <li>▪ Ability to communicate effectively and eloquently.</li> <li>▪ Ability to develop, prepare, and deliver effective education programs, seminars and workshops relating to Alumni Relations.</li> <li>▪ Ability to plan and implement promotional programs.</li> <li>▪ Ability to work effectively and constructively as part of a team.</li> </ul>
6.	<b>Roles and Responsibilities</b>	<p>The Office of Alumni Services at the National Law School of India University is responsible for maintaining a continuous relationship between the University and its former students, and helps create a sense of belonging among the alumni community. The Alumni Officer will report to the Communications and External Relations Officer and the Vice Chancellor.</p> <p>The <b>Alumni Officer</b> will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> <li>▪ To be responsible, in consultation with the Vice Chancellor and Registrar and other relevant individuals, for developing and implementing the University's Alumni Relations strategy.</li> <li>▪ Develops, coordinates and evaluates programs and projects to promote alumni relations and educational programs designed to connect alumni through academic channels such as programs/departments/schools/colleges.</li> <li>▪ To be responsible, in consultation with the Vice Chancellor and Registrar, for developing the Alumni Relations budget and tailoring the Alumni Relations programme to the available resources and monitoring expense against that budget.</li> <li>▪ Plans, coordinates, and attends events, meetings, or other activities as requested by academic units. This may also include alumni and volunteer recognition banquets, receptions, homecoming, and reunions.</li> <li>▪ Identifies, cultivates, and stewards alumni and volunteers. Helps current volunteer leadership to identify potential new volunteers and future leadership.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Coordinates and produces reports, proposals, and analyses for management, to include monthly budget to actual reviews of areas of programmatic responsibility, periodic reports to reflect relevant data gathering and analysis, and post-event reports and recommendations.</li> <li>▪ Develops, sustains, and strengthens alumni chapters which focus is on establishing and maintaining connections through academic/degree programs.</li> <li>▪ Collaborates with other office staff on programs which engage alumni through multiple channels such as academic program and geographic location combined.</li> <li>▪ Collaborates with appropriate staff to share information on events and alumni engagement opportunities.</li> <li>▪ Develops and presents educational programs for alumni, including lectures, seminars, and workshops.</li> <li>▪ Operates an alumni magazine/newsletter.</li> <li>▪ Coordinates and trains volunteers who work on events, projects and programs.</li> <li>▪ Represents the organization at various community and/or business meetings, committees, and task forces; promotes existing and new programs and/or policies.</li> <li>▪ Serves on committees relating to alumni relations, and serves as liaison between NLSIU and the community.</li> <li>▪ Performs miscellaneous job-related duties as assigned.</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 **24<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 24<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**

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

**REGISTRAR**