



**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY**

**NAGARBHAVI, BANGALORE-560 242**

**Notification No. 36 /2022 dated 10/11/2022**

**Advertisement for the position of Assistant Manager - ERP**

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 **Assistant Manager - ERP** . The details are as under:

**A. Job Description**

S. No.	Post	Assistant Manager - ERP (01 vacancy)
1.	<b>Pay Structure</b>	Level 5/6/7/8 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 CS/IT/E&C or any other related technical field from a recognized University 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 CS/IT/E&C with minimum aggregate 55% marks.

5.	<b>Essential Experience and Skills</b>	<ul style="list-style-type: none"> <li>▪ 5+ years of overall work experience in the Information Technology roles with a minimum 1 year of work experience in Business Process Reengineering and/or ERP implementation.</li> <li>▪ Analytical skills, Communication skills (written and oral), Technical skills, Time-management skills.</li> <li>▪ Self-driven, collaborative as well as the ability to work independently, attention to detail, data-driven.</li> <li>▪ Proficiency in MS Office, Gmail, Google Forms, Google Documents and Google Sheets.</li> <li>▪ Ability to work effectively and constructively as part of a team.</li> </ul>
6.	<b>Roles and Responsibilities</b>	<p>In this role, you will have to closely work with the various university departments and on-board the existing business processes on to the ERP system. This role reports to the Chief Technology Officer or the Chief Operations Officer.</p> <p>The <b>Assistant Manager-ERP</b> will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> <li>▪ Develop and implement ERP solutions for the University.</li> <li>▪ Capture and document the as-is processes of the various business functions performed by various departments (Academic Administration Department, Professional and Continuing Education Department, Finance Department, Human Resources, Registrar’s Office, Vice Chancellor’s Office, Library and Halls of Residence among others</li> <li>▪ Ensure and assist in the migration of data from legacy systems to ERP.</li> <li>▪ Conduct in-depth discussions with the relevant stakeholders and design the to-be processes.</li> <li>▪ Understand the ERP system through close coordination with the service provider</li> <li>▪ Assist the university in implementation of the ERP system.</li> <li>▪ Customizing and configuring workflow to facilitate ERP integration with other applications.</li> <li>▪ Coordinate with the service provider on implementation of customizations.</li> <li>▪ Identifying and troubleshooting issues with ERP systems.</li> <li>▪ Create training materials/user guides for the users and provide the necessary trainings to the staff, faculty, and students.</li> <li>▪ Submit periodic reports on the progress of activities to the leadership team of the University.</li> <li>▪ Provide technical guidance and inputs in matters pertaining to the IT systems to the University.</li> <li>▪ Provide technical assistance towards digitalizing core operational</li> </ul>

		<p>activities like admissions, recruitment for specific functions like HR, Finance and Academic Administration.</p> <ul style="list-style-type: none"> <li>▪ Assist the University in vendor selection and management that are relevant to IT systems.</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**