



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE - 560242

Notification No. 1/2023 dated 03/01/2023

Advertisement for the position of Manager, Facilities and Projects

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 invites online applications from dynamic and accomplished professionals for the full-time position of **Manager, Facilities and Projects**, based in Bangalore. The details are as under:

A. Job Description

S. No.	Post	Manager, Facilities and Projects (01 (one) vacancy)
1.	Pay Structure	<ul style="list-style-type: none">Level 9/10/11 as per the VII CPC based on the qualifications and experience of the candidate
2.	Tenure	<ul style="list-style-type: none">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 Engineering with minimum 55% aggregate marksAt least 8 years of work experience in Estate Management of a residential campus
4.	Desirable Qualifications	<ul style="list-style-type: none">Hands on experience as a Civil Engineer
5.	Essential Skills / Experience	<ul style="list-style-type: none">Multi-disciplinary expertise in engineering across different facets of Estate ManagementProven experience in project management and governance of projects being executed by vendors, ensuring on time and within budget completionKnowledge of vendor networks for various services and market practicesAbility to interact, deal with relevant government authoritiesSound knowledge of the rules and regulations of city authorities including but not limited to, the municipality, electricity and water boards, police, other utilities

		<ul style="list-style-type: none"> • Ability to drive a continuous service delivery outcome and plan through sufficient business continuity backups • Experience in driving sustainability initiatives – rain water, waste management, renewable energy etc. • Filing and maintaining records of all documentation including maintenance contracts, insurance policy and claims and regulatory filing to civil authorities • Budget planning and spend management (including expense tracking), analysis of data and making based recommendations • Being on the ground and being hands-on, being able to work with little supervision and as part of a team • Solution driven, ability to problem solve and continuously improve the systems and processes • Being able to foresee and mitigate risks, planning and organising, attention to detail • Should be able to offer technical guidance to stakeholders and the technical staff • Language proficiency in Kannada, English and Hindi (reading, writing and speaking)
6.	Job Description	<ul style="list-style-type: none"> • Providing campus-wide consultation, coordination in the planning, development, and implementation of construction and/or repair programs within the broad area of engineering specialty • Oversee, review, and approve the work of external engineering design and planning consultants; ensure that engineering designs are consistent with contract specifications and all relevant regulations and engineering standards • Responsible for the upkeep, up gradation and proper functioning of all facilities on campus including – civil, mechanical and electrical infrastructure • Responsible for the maintenance, repair and overhaul/replacement of all machines and equipment in the campus • Responsible for maintaining all Engineering documentation including civil drawings • Ensuring all expenses stay within the allocated budget • Performing regular inspections of equipment and scheduling maintenance or repairs • Providing technical guidance to stakeholders and engineering teams • Inspecting inventory and reporting inconsistencies as well as ordering more materials • Understanding of CAD drawings • Evaluating all products and processes and ensuring standardization of quality assurance measures • Participating in various learning experiences, which may include attending workshops and training sessions • Calibrating and troubleshooting equipment as required • Performs miscellaneous job-related duties as assigned from time to time • Will report to the Chief Operating Officer (COO) • Will be based out of the NLSIU campus in Bangalore

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.
2. Mere possession of these qualifications/experience will not entitle the candidate(s) to be called for an interview.
3. The qualifications prescribed in the table above should have been obtained from recognized Universities/ Institutions.
4. Candidates shall have to produce original documents at the time of interview.
5. 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.
6. 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.
7. No correspondence whatsoever will be entertained from candidates regarding the conduct or result of interview and reasons for not being called for interview.
8. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the Post.
9. NLSIU reserves the right of not filling the post advertised.
10. 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.
11. National Law School of India University is an equal opportunity employer and we value diversity at our institution.
12. Last date for submission of the application is 24th January, 2022.
13. 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 24th January, 2023.**

For any clarifications in this regard, you may contact the University at the following numbers:

Name of the Contact Persons: Ms. Savithri

Phone: 080-23160537/23213160/23160533

Email: recruitment@nls.ac.in

Bangalore

REGISTRAR

03 January 2023