



**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY NAGARBHAVI,
BANGALORE-560 242**

Notification No. 02/2023 dated 15/03/2023

Advertisement for the position of Director – Campus and Residential Life

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 has been ranked First among Law Universities as per 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 **Director – Campus and Residential Life**. The details are as under:

A. Job Description

S. No.	Post	Director – Campus and Residential Life (01 vacancy)
1.	Pay Structure	Level 12/13/14 as per the VII 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	Graduate degree in any discipline with minimum aggregate of 55% of marks. <i>Provided</i> , for candidates with benchmark disabilities, the minimum aggregate mark is 50% of marks.
4.	Desirable Qualifications	Post Graduate Degree/Diploma in Higher Education, Education, Student Affairs Administration, Counselling, Social Work, Human Resources or any related field.
5.	Essential Experience and Skills	(i) At least twelve (12) years of overall work experience in administration, student life, counselling, college-level teaching or any other comparable experience. (ii) A compelling vision of the role of student and campus life in the overall educational experience of students. (iii) A proven ability to lead and manage a team of professionals effectively, to make tough decisions when necessary, and to work well with other senior staff. (iv) A demonstrated commitment to diversity and inclusion with a high degree of accessibility and openness to students.

		<ul style="list-style-type: none"> (v) Demonstrated sensitivity, imagination, and effectiveness in responding to challenging student and college community issues. (vi) Excellent interpersonal and communication skills. (vii) Excellent time-management and problem-solving skills, and attention to detail.
6.	Roles and Responsibilities	<p>The Director – Campus and Residential Life will report to the Registrar, NLSIU and will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> (i) Managing the Offices of Campus Life and Residential Life. This will include all matters relating to pastoral care. They will provide leadership and direction to continue to enhance the overall quality of student and residential life; (ii) Directing and overseeing the day-to-day management, maintenance, and administration of the University's various student residence halls; (iii) Directing and overseeing all fiscal, administrative, and infrastructure matters associated with the operation of the University's student residence halls; (iv) Developing and overseeing all extra-curricular programmes (sports, cultural etc.) that enable students to realize their fullest social and personal potential; (v) Overseeing in-campus discipline of the students and coordinating regarding the same with the hostel wardens; (vi) Fostering and modelling an atmosphere of mutual respect, care, collective engagement, accountability, and personal growth in a diverse community; (vii) Maintaining proactive, effective communications with internal stakeholders (Vice Chancellor, Registrar, Dean of Academics, Dean of Research, Chief Operating Officer, Academic Council, Faculty members and other staff) and with external stakeholders (parents/guardians of students, representatives of other Educational Institutions and Universities, Government and Industry Bodies and their representatives); (viii) Developing systematic ways to assess, improve, and renew programmes, benchmarking them against best practices and gathering the data necessary for informed decision-making; (ix) Supervising various campus programmes and serving as a liaison between University administrators and student organizations, such as the student body, clubs and societies on campus; (x) Providing oversight to campus-wide student events and programs;

		<p>(xi) Directing students to resources, policies, and procedures to address personal or academic concerns;</p> <p>(xii) Assisting with addressing and responding to student complaints;</p> <p>(xiii) Overseeing social media accounts for Campus and Residential Life/Student Affairs;</p> <p>(xiv) Drafting policies, rules and regulations for the effective functioning of the offices that report to the Director, Campus and Residential Life;</p> <p>(xv) Working to provide an excellent student experience by working with other departments and offices especially Academic Administration, other staff members, parents and student leaders to lead university wide programmes from orientation to graduation;</p> <p>(xvi) Steering discipline-related processes and procedures and the specific committee that deals with such matters at NLSIU (DARIC);</p> <p>(xvii) Maintaining confidentiality and strong work ethics across the team and leading by example;</p> <p>(xviii) Any other functions or additional duties that may be assigned from time to time.</p>
--	--	---

B. Selection Process

1. Selection will take place in two parts.
 - a. Part 1 shall consist of review of applications by the University. Upon review of applications, candidates will be shortlisted in a 1:5 ratio as against the number of vacancies for the Interview round (Part 2).
 - b. Part 2 will be an interview round wherein the Interview Selection Panel shall score candidates out of a total of 50 marks for selection to the post.
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.

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 will be required 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 a 'No Objection Certificate' from their current employer at the time of interview, if not submitted earlier.
6. Incomplete applications, in any form, will not be considered by the University.
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. If information provided in an application is found to be incorrect/false, at any stage of the selection process, the candidature is liable to be cancelled and any appointment made is also liable to be terminated.
10. NLSIU is an equal opportunity employer and we value diversity at our institution.
11. The shortlisted candidates will be intimated through email. University will make all correspondence through email only.
12. NLSIU reserves the right to withdraw the advertisement and not fill the advertised post at any time without assigning any reason. .
13. The decision of the University in all matters relating to this post shall be final and binding on all candidates.
14. Any dispute regarding any matter arising pursuant to this advertisement shall be subject to the jurisdiction of courts at Bangalore.

Interested individuals are requested to fill in the Application Form available on the website (www.nls.ac.in) and upload their CV and supporting certificates on or before **5.00pm on 5th April, 2023**.

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

Name of the Contact Person: Ms. Savithri

Phone: 080-23160537/23010000

Email: recruitment@nls.ac.in

Bangalore

15th March, 2023

REGISTRAR