



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

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

Advertisement for the position of Careers and Placement 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 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 **Careers and Placement Officer**. The role serves as a bridge for students to augment their curriculum with field work and ultimately choose the best career option for themselves. The details are as under:

A. Job Description

S. No.	Post	Careers and Placement Officer (01 vacancy)
1.	Pay Structure	Level 9/10/11/12 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	(i) Post Graduate Degree/Diploma in any discipline; (ii) Familiarity with the legal field and well networked in the legal community
5.	Essential Experience and Skills	(i) 5-8 years of overall work experience in administration or counseling in an educational or other relevant setting; (ii) Excellent interpersonal and communication skills; (iii) Excellent time-management and problem-solving skills, and attention to detail; (iv) Ability and desire to work independently in a fast-paced environment and complete multiple tasks and a large volume of work in a timely and effective manner;

		<ul style="list-style-type: none"> (v) The ability to work well with others, both internally and externally, from a wide variety of backgrounds; (vi) Skilled in MS Office; (vii) Ability to learn new software programmes quickly and effectively; (viii) Ability to work effectively and constructively as part of a team.
6.	Roles and Responsibilities	<p>The Careers and Placement Officer will report to the Director – Communications and External Relations and will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> (i) Overall administration of internships and placements, including arranging interviews, and matching job offers to students to satisfy requirements of firms and students. This requires initiative, planning and tenacity, plus a high degree of understanding of a range of management functions and the content of the programme. Daily decision-making is required, as are diplomacy and sensitivity to the needs of both parties. (ii) Managing firms offering placements. This will mean scheduling of placements and maintaining the relationship with the firms. Overall responsibility for liaison with placement providers to ensure that all students secure suitable placements. (iii) Strategize and achieve successful career outcomes for the graduating class through a robust campus placement process. (iv) Achieve individual targets assigned for the annual recruitment process, summer internships and live projects. (v) Plan and engage with lawyers, alumni, firms and judiciary for strategic activities including guest lectures, panel discussions, conclaves, workshops, competitions, etc. (vi) Manage and support student career services, including career counselling, grooming and helping in the preparation of students for facing interviews. (vii) Work with key stakeholders including Alumni, Faculty, Administration, Communications and Admissions teams to achieve both career services and larger institutional objectives. (viii) Contribute to the preparation of placement brochures and other literature for firms. (ix) Any other functions or additional duties that may be assigned from time to time.

B. Selection Process

1. Selection will take place in two parts.
 - a. Part 1 will 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 post. 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