



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

Notification No. 04/2023 dated 04/04/2023

Advertisement for the position of Director - Professional and Continuing Education, PACE

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 in the National Institute Ranking Framework for the last five years.

In recognition of its mission to promote excellence in legal education, and to broaden access to the highest standards of learning in the law for all, NLSIU's Professional and Continuing Education (PACE) Team provides a post-graduate master's degree, and several post-graduate diplomas for students from all backgrounds. The PACE Team designs and delivers training programmes for several leading organisations and government agencies. These programmes blend a deep understanding of the theoretical aspects of the law, practical know-how, and applications and examples from the field.

The University accordingly invites online applications from dynamic and accomplished academic professionals who have experience in online and offline learning and training programmes for professionals at all levels of experience, for the position of **Director – Professional and Continuing Education, PACE**. This is a full-time position, based out of the NLSIU campus in Bangalore involving field and desk work and will report to the Vice Chancellor, NLSIU.

A. Job Description

S. No.	Post	Director – Professional and Continuing Education (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 two years' probation.
3.	Essential Qualifications	Graduate degree in any discipline with a 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	Master's Degree in Law
5.	Essential Experience and Skills	Demonstrated experience in (i) At least twelve (12) years of overall work experience in online and offline learning and training programmes for professionals at all levels of experience or comparable experience (ii) A compelling vision of the role to improve the standards of legal education and access to justice for all. (iii) A proven ability to lead and manage a team of professionals

		<p>effectively, to make tough decisions when necessary, and to work well with other senior staff.</p> <p>(iv) A demonstrated commitment to diversity and inclusion with a high degree of accessibility and openness to students.</p> <p>(v) Demonstrated sensitivity, imagination, and effectiveness in responding to challenging student issues.</p> <p>(vi) Excellent interpersonal and communication skills.</p> <p>(vii) Excellent time-management and problem-solving skills, and attention to detail.</p>
6.	Roles and Responsibilities	<p>The Director – Professional and Continuing Education will report to the Vice Chancellor, NLSIU and will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> • Overall end-to-end administration of PACE programmes - degree, diploma, certificate and training programmes as well as academic administration of the on-campus programmes • Manage end-to-end compliances and regulatory issues. • Oversee the preparation of proposals and responsibility of communication of proposals to external organisations. • Administer and draft rules and regulations for all the programmes. • Manage deliverables with regard to training programmes. • Oversight and management of MOU deliverables. • Appoint or engage faculty and resource person for delivery of programmes. • Overall financial responsibility of the PACE and exercise of prudent decisions in financial matters. • Analyse feedback from various programmes. • Create and administer coherency of academic criteria across programmes. Ensure academic rigour and integrity is not compromised in the programmes. • Handle online and distance learning across University programmes. • Design and manage course delivery pedagogy. • Manage and resolve student, staff, academic fellows and faculty grievances • Ensure a seamless conduct of exam and assessments. • Manage work allocation within the department.

General Conditions

1. The candidate must be a citizen of India.
2. The prescribed essential qualifications/experience indicated are the bare minimum required for the position. Merely 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. Interested candidates are required to submit applications through online mode only by completing the application form and uploading copies of all required certificates. Without these certificates, the application form will not be considered.
5. Candidates will be required to produce original documents at the time of interview.
6. 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.
7. 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 interviews to a reasonable limit.
8. No correspondence whatsoever will be entertained from candidates regarding conduct/result of the interview and reasons for not being called for an interview.
9. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post.
10. NLSIU reserves the right of not filling the post advertised and/or filling vacancies irrespective of the position advertised for without assigning any reason.
11. If information provided in an application is found to be incorrect/false, at any stage of the application process, the candidature is liable to be cancelled and any appointment made is also liable to be terminated.
12. The shortlisted candidates will be intimated through email. University will make all correspondence through email only.
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 25th 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

4th April, 2023

REGISTRAR