



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 05 /2023 dated 27/06/2023

Advertisement for the position of Senior Manager – Research

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 an innovative leader in legal education and research in India and ranked **First** among Law Universities as per the National Institute Ranking Framework for the last six 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 **Senior Manager – Research**. The details are as under:

A. Job Description

S. No.	Post	Senior Manager – Research (01 vacancy)
1.	Pay Structure	Level 11/12/13 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	<ul style="list-style-type: none">• Bachelor's degree in any discipline with minimum 55% aggregate marks.• Master's degree/Post-graduate diploma in any discipline with minimum 55% aggregate marks.• 10 or more years of experience in research or policy or business administration.
4.	Desirable Qualifications	A doctoral degree in any discipline. For those with a PhD, an equivalent combination of education and experience may be considered.
5.	Essential Experience and Skills	(i) Demonstrated knowledge and application of standard budgeting procedures;

		<ul style="list-style-type: none"> (ii) Excellent knowledge of the electronic grants process (including a demonstrated proficiency in the use of Microsoft Word, PowerPoint, and Excel) are required; (iii) Proficient knowledge and understanding of research ethics and confidentiality principles and practices as defined by the Office of Research; (iv) A proven ability to make sound decisions by applying policies and procedures and using available resources; (v) A proven ability to establish and maintain effective working relationships with supervisors, co-workers, granting agencies, research centres and the public; (vi) Excellent ability to communicate effectively verbally and in writing with a variety of constituents; (vii) A proven ability to train field staff and design surveys; (viii) Excellent project monitoring and communication/reporting capabilities (both to the Funder as well as to NLS); (ix) Proficiency in putting together/helping teams put together project proposals from a rough draft; (x) A proven ability to analyse information and research a variety of sources to identify and resolve problems or issues; (xi) Excellent ability to work independently and with limited supervision; (xii) Competency in managing multiple projects under tight deadlines; (xiii) Excellent ability and sensitivity to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds; (xiv) Excellent ability to work effectively and constructively as part of a team..
6.	Roles and Responsibilities	<p>The Senior Manager – Research will report to the Dean – Research, and will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> ▪ To effectively work with the Dean Research in ensuring that the University develops as a leading research University in India and internationally with world-class research processes; ▪ To ensure that the research output of the University is designed, implemented and communicated to the academic community on an on-going basis, such that the University’s

		<p>research is unparalleled;</p> <ul style="list-style-type: none"> ▪ Be responsible for processing, review, negotiation, and acceptance of sponsored project activities and to ensure proper stewardship of awarded funds in compliance with the regulations of both the University and the sponsor; ▪ To develop research protocols and policies and their implementation; ▪ To facilitate the link between research activities and research outcomes and to promote the use of best practices in administration; ▪ To ensure the proper application of policies and regulations during the submission of external grant proposals, compliance protocols, and acceptance of external grants and contracts by processing and reviewing all submissions from faculty, staff, and students in accordance with University policies and procedure and communicating the same to all stakeholders, both within the University and outside the University; ▪ To provide essential training and guidance on externally funded research laws and regulations to University faculty, staff, students, and any group whose activities are subject to the same, under the direction of the Dean-Research; ▪ To coordinate research projects and to ensure that all project goals are achieved in accordance with ethical standards and scientific methods and in compliance with applicable laws and regulations relating to external funding of University research, instruction, and public service programs; ▪ To manage budgets and financial records related to research projects and ensure that there is no conflict of interest; ▪ To manage and co-ordinate the recruitment of highly skilled research staff along with the People and Culture department of the University; ▪ To assist in the preparation and analysis of regularly scheduled and special requested reports regarding externally funded grant and research activities; ▪ To effectively contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds; ▪ To be competent and well abreast through self-directed professional reading, developing professional contacts with colleagues, attending professional development classes, and attending training and/or courses as required by the Dean of Research; ▪ To contribute to the overall success of the Office of Research
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		administration by performing all other duties as assigned.
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B. Selection Process

1. Selection will take place in two parts.
 - a. Part I will consist of a 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. NLSIU reserves the right to have more than one round of interview either in person or over video conferencing, and to conduct independent background checks on the candidates.
3. NLSIU reserves the right to request references from people who are not listed in the application form but would be familiar with a candidate's previous work.

C. General Conditions

1. 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.
2. The qualifications prescribed in the table above should have been obtained from recognized Universities/Institutions.
3. 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.
4. Candidates will be required to produce original documents at the time of interview.
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. 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.
7. No correspondence whatsoever will be entertained from candidates regarding conduct/result of the interview and reasons for not being called for an 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 and/or filling vacancies irrespective of the position advertised for without assigning any reason.
10. 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.
11. NLSIU is an equal opportunity employer, and we value diversity at our institution.

12. The shortlisted candidates will be intimated through email. University will make all correspondence through email only.
13. NLSIU reserves the right to withdraw the advertisement and not fill the advertised post at any time without assigning any reason.
14. The decision of the University in all matters relating to this post shall be final and binding on all candidates.
15. 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 18th July, 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
18th July, 2023**

REGISTRAR