



**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY**  
**NAGARBHAVI, BANGALORE - 560242**

**Notification No. 06/2023 dated 12/07/2023**

**Advertisement for the position of Assistant Librarian in the National Law School of India University, Bangalore**

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 has been ranked First among Law Universities in the National Institute Ranking Framework for the last six years.

The University invites online applications from accomplished professionals for the position of **Assistant Librarian**. This is a full-time position, based out of the NLSIU campus in Bangalore involving field and desk work, and will report to the Chief Librarian, NLSIU.

**A. Job Description**

<b>Name of Post</b>	<b>Assistant Librarian (1 vacancy)</b>
<b>Structure</b>	Level 10 As per VII CPC
<b>Tenure</b>	Permanent basis till the age of superannuation i.e. 60 years, subject to confirmation after the satisfactory completion of one years' probation.
<b>Essential Qualifications</b>	<ul style="list-style-type: none"><li>▪ Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks or an equivalent grade in a point scale from a recognised University/Institute with consistently good academic records. Provided, for candidates with benchmark disabilities, the minimum aggregate mark is 50% of marks or an equivalent grade in a point scale.</li><li>▪ Consistently good academic record, with knowledge of computerization of a library.</li><li>▪ Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be: <i>Provided</i> that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges /Institutions subject to the fulfillment of the following conditions: -</li></ul>

	<p>a) The Ph.D. degree of the candidate has been awarded in the regular mode;</p> <p>b) The Ph.D. thesis has been evaluated by at least two external examiners;</p> <p>c) Open Ph.D. viva voce of the candidate has been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;</p> <p>e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.</p>
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Doctoral Degree in Library Science/Information Science</li> </ul>
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>▪ Five (05) years of relevant experience as an Assistant Librarian or Library Assistant or equivalent in a reputed Educational Institute/University or Systems/Research Institute or in a Central Government Department or in the Private Sector</li> <li>▪ One to three (01 to 03) publications in reputed journals, preferably SCOPUS Index</li> <li>▪ Demonstrated ability to lead and manage programmes of innovation, improvements and change</li> <li>▪ Experience in Enterprise Applications, Library Computerisation Digitisation</li> </ul>
<b>Desirable Experience and Skills</b>	<ul style="list-style-type: none"> <li>▪ Expertise and background in one or more of the following areas will be preferred, namely: <ul style="list-style-type: none"> <li>- Library Science and Management</li> <li>- Digital Library</li> <li>- Information Technology and Digitisation</li> <li>- Knowledge Management System</li> <li>- Academic Administration</li> <li>- Procurement and Inventory Management</li> <li>- UGC and Government rules and practices</li> </ul> </li> <li>▪ In addition, the following traits/skills are required <ul style="list-style-type: none"> <li>- Analytical, logical and problem solving</li> <li>- Planning, organising, prioritising and time management</li> <li>- Team management and stakeholder management skills</li> <li>- Change management and communication</li> <li>- Translating strategy into on ground action</li> <li>- Hands-on with Microsoft suite, Google suite and web applications, including social media suite</li> <li>- Exposure to office procedures</li> <li>- Building and maintaining relationships with staff and students</li> </ul> </li> </ul>
<b>Key Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Manage the day-to-day operations of the University's library, ensure governance and compliance to University's rules and procedures;</li> <li>▪ Drive the management and facilitation of all forms of library administration and operations, including the access, records and schedules;</li> <li>▪ Have an oversight on the course selection of faculty staff and students as well as the research areas/projects of research staff. Assist faculty and students in locating resources for research and projects;</li> <li>▪ Classify documents bringing out their contents in class numbers, provide reference services and documentation services to the faculty staff, research staff and students;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Prepare bibliographies and indexes and contribute to the educational functions of the University by providing bibliographic guidance;</li> <li>▪ Facilitate and manage the review, classification of books, procurement of new books, according to policies and guidelines of the University;</li> <li>▪ Monitor and supervise financial spend/reporting and audit of the library;</li> <li>▪ Manage and respond to all queries from staff and students, attend to all library related correspondence;</li> <li>▪ Offer efficient counselling to students and provide all necessary information and prepare required reports;</li> <li>▪ Participate in assigned committees and development activities and administer all special projects;</li> <li>▪ Develop new and innovative practices for the effective functioning of the library, ensuring its goals align to the mission of the University;</li> <li>▪ Contribute to the computerisation/digitisation of the library, including the ongoing improvement of policies/systems/processes across the library for its effective functioning;</li> <li>▪ Prepare and maintain all documentation requested by/submitted to the Vice Chancellor's Office/Registrar's Office;</li> <li>▪ Travel within Bangalore and across India on University related work.</li> </ul>
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## **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. 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 for references from people who are not listed in the application form but would be familiar with the candidate's previous work.

## **C. 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 go through the University's website, fill in the Application Form and upload the certificates to support their claim for educational qualifications, age, experience etc. on or before **2<sup>nd</sup> August, 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](mailto:recruitment@nls.ac.in)**

**Bangalore  
12<sup>th</sup> July, 2023**

**REGISTRAR**