



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 06/2024 dated 04.09.2024

Advertisement for the position of Assistant Manager – Operations (02 vacancy)

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 seven years.

The University invites online applications from accomplished professionals for 2 positions of **Assistant Manager - Operations**. These are full-time positions, based out of the NLSIU campus in Bangalore involving field and desk work, and will report to the Chief Operating Officer NLSIU. The details are as under:

A. Job Description

S. No.	Post	Assistant Manager – Operations (02 vacancy)
1.	Pay Structure	Level 5/6/7/8 as per the VII th 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 aggregate of 40% marks and above.
4.	Desirable Qualifications	Post Graduate Degree/Diploma in any discipline.
5.	Essential Experience and Skills	(i) 5 years of overall work experience with at least three years in an facilities//operations/estate services /student affairs setting; (ii) Excellent interpersonal and communication skills;

		<ul style="list-style-type: none"> (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; (v) Team management skills that support working closely with a small in-house team and a large vendor-based teams; (vi) The ability to work well with others, both internally and externally, from a wide variety of backgrounds; (vii) Proficient in Microsoft Office. (viii) Ability to learn new software programmes quickly and effectively; (ix) Ability to work effectively and constructively as part of a team.
6.	Roles and Responsibilities	<p>The Assistant Manager – Operations will report to the COO(Chief Operating Officer) and will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> ● Responsible for supporting the daily operations of the University facilities and ensuring it is maintained to a high standard; ● Managing and supervising housekeeping, catering and other contract staff; ● Implementing standard operating procedures; ● Ensuring vendor services are received as per SLAs/Scope of Services and rated for performance; ● Responsible for the maintenance, repair and overhaul/replacement of all machines and equipment in the campus; ● Responsible for the upkeep, up gradation and proper functioning of all facilities on campus including – civil, mechanical and electrical infrastructure; ● Conducting regular inspections and preventative maintenance activities to identify potential faults or malfunctions and address them proactively; ● Responding promptly and efficiently to emergency situations, troubleshoot issues, and coordinating necessary repairs to minimize disruption to operations; ● Performing miscellaneous job-related duties as assigned from time to time; Providing technical guidance to stakeholders and engineering teams; ● Knowledge of environmental and safety rules, regulations, and policies. Ability to conduct inspections to ensure compliance; ● Ability to handle multiple priorities, work independently, and meet deadlines; ● Comfortable working in a fast-paced and dynamic environment;

		<ul style="list-style-type: none"> • Demonstrated ability to work and communicate effectively with others; Developing and implementing operational strategies to ensure efficient and cost-effective operations.
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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 canceled 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 **5:00 PM, 18th September 2024**

For any clarifications in this regard, you may contact the University at recruitment@nls.ac.in

4th September 2024

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