



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

Notification No. 05/2025 dated 05.05.2025

Advertisement for the position of Manager - Alumni Relations

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 the position of **Manager - Alumni Relations**. Manager - Alumni Relations will play an important role in ensuring a high level of interaction with the alumni community, developing innovative ways of engaging with groups of alumni and cultivate the University's worldwide alumni and supporter community into a committed group of volunteers, donors and advocates.

This is a full-time position, based out of the NLSIU campus in Bengaluru involving field and desk work, and will report to the Director - Communications and External Relations, NLSIU. The details are as under:

S. No.	Name of Post	Manager - Alumni Relations (01 vacancy)
1.	Structure	Level 8/9/10 as per the VIIth 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 (preferably Business Administration/ Communications / Public Relations or related areas) with aggregate 55% marks. Provided, for candidates with benchmark <i>disabilities</i> , the minimum aggregate mark is 50%.

4.	Desirable Qualifications	Post Graduate Degree in a related field.
5.	Essential Experience and Skills	<ol style="list-style-type: none"> 1. Minimum 6 years of overall work experience with at least 3 years in alumni engagement, programme development, stakeholder engagement, client servicing, financial aid initiatives, or a related field; 2. Excellent ability to work with and manage a wide range of internal and external stakeholders and forge partnerships; 3. Excellent research, communication and drafting skills; 4. Excellent time management skills and ability to meet tight deadlines; 5. Strong budget management skills, organisation skills and IT skills.
6.	Role and Responsibilities	<p>The Manager-Alumni Relations would serve as the primary point of contact between alumni and the University and will report to the Director Communications and External Relations.</p> <p>They will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> • Continuous outreach to NLSIU alumni across years and programmes; • Creation and maintenance of a platform to offer a uniform and easily accessible set of services to all alumni of NLSIU across programmes; • Engagement on the platform and through other channels to promote and enhance alumni relations; • Develop and implement alumni engagement strategy for NLSIU and support of key University priorities around student recruitment, global engagement, fundraising and employability; • Develop innovative ways of engaging with groups of alumni to reach, inspire and cultivate the University's worldwide alumni and supporter community into a committed group of volunteers, donors and advocates; • Develop, maintain and regularly update repository/database of alumni profiles and alumni success stories to position alumni at the heart of the University's profile, both nationally and internationally and to support key University priorities including employability, recruitment and fundraising; • Works with departments (academics, professional learning etc) to launch course-based, batch-wise, state-wise, country-wise alumni groups and associations; • Lead the creation and launch of alumni services; • Coordinate with the University communications team on alumni engagement to ensure the successful delivery of engagement activities and promotion of alumni success stories; • Coordinates and produces reports, proposals, and analyses for management, to include monthly budget to actual reviews of

		<p>areas of programmatic responsibility, periodic reports to reflect relevant data gathering and analysis, and post-event reports and recommendations.</p> <ul style="list-style-type: none"> • Conceptualise and organise events and activities for the benefit of alumni communities; • Identify and develop opportunities for alumni fundraising and support.
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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 interviews 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 recognised 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 **26.05.2025**.

For any clarifications in this regard, you may contact the University at the following number:

Phone: 080-23010000

Email: recruitment@nls.ac.in

Bangalore

5.05.2025

REGISTRAR