

Call for Applications | Executive - Administration- Clinics and Fellowships Programme

The National Law School of India University (NLSIU) invites applications for a full-time (contractual) role of an Executive- Administration (Clinics and Fellowships), for a period of one year (extendable based on performance). The role will be based out of the NLSIU Bengaluru campus (with occasional travel).

A. About the Programme

The National Law School of India University (NLSIU) has received a multi-year grant from the Azim Premji Foundation to support programmes on Clinical Legal Education (CLE) and Litigation Fellowships. The CLE programme will expand the work of our existing clinics on child rights and statelessness and launch new clinics, starting this year with one each in labour, caste, and criminal justice. The clinics will introduce innovative pedagogical methods to teaching law, expose our students to diverse practices and issues of social concern, and drive and inspire legal interventions geared towards furthering constitutional goals and guarantees.

The Litigation Fellowship will offer technical and financial support to early-career lawyers, especially first-generation lawyers from underrepresented sections of society, for a period of two years. Through bespoke skill-building sessions and thoughtfully designed mentorship arrangements, the fellowship aims to support the professional advancement of otherwise disadvantaged lawyers and contribute to diversifying legal practice in India.

B. About the Role

Key Responsibilities

- Handling paperwork and approvals as required
- Coordinating with teams to organise events, meetings, trainings, and workshops.
- Administrative duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence and memos. Welcoming visitors and directing them to the relevant office/personnel.
- Coordinating and managing appointments, meetings and providing real-time scheduling support.
- Coordinating with various vendors for procurement, such as printer, designer, and website maintenance.
- Maintaining general office files, including job files, vendor files, employee records, leave records, RA/intern certificates, stipend disbursement and other files related to the operations of the Office of Clinics and Fellowships.
- General office management such as maintenance of the office, ordering office supplies, etc.
- Providing logistical support by making travel arrangements, booking flights, transport and stay, booking event venues, vendor bookings and related organisational work.
- Transcribing minutes from meetings and creating presentations.
- Coordinating with the team members to keep track research outputs.

- Performing other relevant duties as required.

C. APPLICATION DETAILS

Qualifications

Essential

- Bachelor's degree in any field
- Proficient in a variety of computer software applications, including Microsoft Office Suite (Teams, Word, Excel, and Power point).

Desirable

- Diploma in office administration

Experience

Essential

- Minimum 2 years of experience working in an administrative role
- Excellent communication skills (written and spoken) in English

Desirable

- Past work experience in educational institutions/civil society organisations

Key Attributes

- Multi-tasking and time-management skills, with the ability to prioritise tasks.
- Proactive and has attention to detail

How to Apply?

Please use the Google form available here, and include the following documents:

- An updated CV
- A statement of purpose (100 – 200 words)
- Details of two professional references

Compensation

- Commensurate with experience, within a range of Rs. 40,000-50,000.

For any queries, please write to recruitment@nls.ac.in

Deadline

The last date for submission of applications is **December 15, 2025, at 5 pm.**