



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

Notification No. 17/2025 dated 03.12.2025.

Advertisement for the position of Registrar (01 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 evolved as an innovative leader in law, social sciences, humanities, and public policy education and research in India. It has also been ranked first among the law universities in the National Institute Ranking Framework (NIRF) for the last eight years.

The University is committed to building on its historical legacy and to emerge as a leading global University in law, social sciences, humanities, and public policy in the next decade. With this in mind, the University is seeking an exceptionally qualified candidate for the post of **REGISTRAR** to be filled on Direct Recruitment or on Deputation. The details are as under:

A. Job Description

S. No.	Name of Post	Registrar (01 vacancy)
1.	Structure	Level 14 as per the VIIth CPC based on the qualifications and experience of the candidate.
2.	Tenure	a. <u>On Direct Recruitment/Contract</u> On contract for a period of 5 years OR b. <u>On Deputation</u> For a period of 5 years or till attaining the age of superannuation in the parent department, whichever is earlier subject to a maximum of 62 years. <i>(a. & b are eligible for extension for another 5 years or till the age of superannuation (62 years), whichever is earlier, after confirmation by the Executive Council)</i>
3.	Age Limit	The candidate should not have crossed 57 years as on the last date of submission of applications.
4.	Essential Qualifications	A Postgraduate degree with at least 55% marks or its equivalent grade. <i>Provided</i> , for candidates with benchmark disabilities, the minimum aggregate mark is 50%.
5.	Desirable Qualifications	a. Experience in educational administration, financial and personnel management and capacity to lead the administration in a residential institution AND/OR b. A Doctoral degree from a recognised University AND/OR c. Familiarity and competence with computer software applications

		including word and data processing software and ERP Systems
6.	Essential Experience	<p><u>For Direct Recruitment/Contract:</u></p> <p>1. A minimum of fifteen years of cumulative teaching experience in a college or University as an Assistant Professor/Associate Professor/Professor along with experience in educational administration;</p> <p>OR</p> <p>2. Comparable experience in research and administration at a University/ National or International institution;</p> <p>OR</p> <p>3. Fifteen years of administrative experience, of which 8 years as Deputy Registrar in the Grade Pay of Rs. 7600 (Level 12) or in an equivalent post in a Government Organisation</p> <p>OR</p> <p>4. Comparable level and position in a Non-Governmental organisation /Private Organisation</p> <p>OR</p> <p>5. A combination of the above</p> <p><u>For Deputation:</u></p> <p>Officers from Institutions of national importance or Universities/University-level institutions who are holding an analogous post, AND/OR possessing the educational qualifications as prescribed for direct recruitment.</p>
7.	Essential Demonstrable Attributes	<p>Inclusivity</p> <ul style="list-style-type: none"> ▪ An understanding and commitment to an inclusive and open University environment ▪ Ability to work with diverse faculty, students and staff and a range of stakeholders <p>Commitment to ensuring excellence in University services</p> <ul style="list-style-type: none"> ▪ Ensuring excellence in University services <p>Commitment to ensuring compliance</p> <ul style="list-style-type: none"> ▪ A deep understanding of University policies and ensuring comprehensive compliance with University Regulations and processes <p>Problem solving</p> <ul style="list-style-type: none"> ▪ A proactive approach to identifying issues and implementing solutions in administrative processes <p>Integrity</p> <ul style="list-style-type: none"> ▪ A high level of integrity and discretion in handling sensitive and confidential University processes

8.	Desirable Experience and Skills	<ul style="list-style-type: none"> ▪ Strong knowledge of Indian higher education regulations and systems ▪ Experience with ERP systems, student information systems, and digital document management
9.	Role and Responsibilities	<p>The Registrar is a whole-time officer of NLSIU, and it is a key administrative position forming part of the University's leadership team. This role is crucial in upholding the University's governance, regulatory obligations, and administrative efficiency in accordance with relevant guidelines.</p> <p>The Registrar shall report to the Vice-Chancellor and will be in-charge of the day-to-day administration of the University and will provide administrative support to the Vice-Chancellor.</p> <p>The Registrar may also be appointed as a full-time Professor, as the case may be, at the University, if the Executive Council is satisfied with the candidate's qualifications.</p> <p>The Registrar will be eligible for rent-free accommodation on campus (subject to availability).</p> <p>A. Statutory and Governance Functions</p> <p>The Registrar is Ex-officio, Secretary of the Executive Council, the Academic Council and the Finance Committee, and may also be called upon to assume other duties assigned by the Vice-Chancellor.</p> <ul style="list-style-type: none"> ▪ Prepare and maintain minutes and official records of statutory meetings ▪ Ensure implementation of the decisions taken by statutory bodies <p>B. Administration & Coordination</p> <ul style="list-style-type: none"> ▪ Supervise and coordinate all non-teaching administrative sections including Academic Administration, Campus and Residential Life, Operations, Finance, People and Culture, Legal, and Communications ▪ Play a vital role in facilitating communication between students, faculty, and administrative staff to support the educational mission of the University <p>C. Student and Academic Records</p> <ul style="list-style-type: none"> ▪ Oversee registration, enrollment, examination coordination, and issuance of transcripts and degrees ▪ Ensure the secure management and preservation of student academic records ▪ Oversee the creation, maintenance, and security of student academic records and ensure compliance with legal regulations

		<ul style="list-style-type: none"> Coordinate with Deans, Heads of Departments, and Examination Controllers Ensure compliance with institutional policies and national regulations regarding student records and academic integrity <p>D. Compliance and Liaison</p> <ul style="list-style-type: none"> Ensure University compliance with UGC, MHRD, State Government, AICTE, NAAC, NIRF, and other regulatory bodies Liaise with government departments, accrediting agencies, and affiliated colleges Prepare and submit compliance reports and data to regulatory agencies Coordinate recruitment processes for teaching and non-teaching staff as per reservation and service rules <p>E. Legal and Disciplinary Matters</p> <ul style="list-style-type: none"> Serve as the custodian of legal documents and records Coordinate legal matters and disciplinary actions within the University Handle RTI applications and legal matters related to administrative records Be the appellate authority for workplace complaints and issues <p>F. The Registrar shall perform any other roles and responsibilities as may be provided for under the National Law School of India Act, 1986, its Schedule and any rules, regulations and policies made thereunder, and shall also carry out such other duties as may, from time to time, be entrusted or directed by the Vice-Chancellor or by the University's Governing Bodies.</p>
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B. Selection Process

1. Selection will take place in two parts.

- 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).
- 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 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 the interview and reasons for not being called for the 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. The 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.
15. Incomplete forms or forms without the required information will not be considered.

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 **January 2, 2026 (5 PM IST)**.

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

Phone: 080-23010000

Email: recruitment@nls.ac.in

Bangalore

3 December 2025

REGISTRAR (I/C)