



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

Notification No.2 /2026 dated 14. 05 .2026

Advertisement for the position of Assistant Manager - People and Culture (02 vacancies)

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 invites online applications from human resource professionals for two (2) positions of **Assistant Manager - People and Culture**. These are full-time positions, based out of the NLSIU campus in Bangalore, and will report to the Director – People and Culture.

A. Job Description

S. No.	Name of Post	Assistant Manager - People and Culture (02 vacancies)
1.	Structure	Level 5/6/7 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	Master's degree in Human Resources, Education Management, Business Administration, Communications, or a related field with aggregate 55% marks. <i>Provided, for candidates with benchmark disabilities, the minimum aggregate mark is 50%.</i>

4.	Essential Experience and Skills	<ol style="list-style-type: none"> 1. 4–7 years of progressive experience in HR / People & Culture roles 2. Strong understanding of academic recruitment processes and structures 3. Knowledge of higher education regulations and accreditation requirements 4. Excellent communication and relationship-management skills 5. Ability to work with senior academic stakeholders 6. High level of integrity, confidentiality, and professionalism 7. Strong organizational, coordination, and documentation skills
5.	Desirable Experience and Skills	<ol style="list-style-type: none"> 1. Experience in handling faculty hiring and academic stakeholders is highly preferred 2. Proficiency in HR systems, applicant tracking systems, and MS Office/Google Workspace
6.	Roles and Responsibilities	<p>The Assistant Manager – People & Culture plays a key role in supporting and implementing people strategies that foster a positive workplace culture, high employee engagement, and strong organizational performance. This role partners with institutional leaders to deliver end-to-end HR support, ensuring compliance, efficiency, and an employee-centric experience.</p> <p>Key Responsibilities</p> <p>Recruitment</p> <ul style="list-style-type: none"> ● Manage end-to-end recruitment for faculty, academic support roles, as well as professional staff. ● Work closely with Deans, Heads of Departments, and Academic Committees to understand staffing requirements based on student strength, and academic planning. ● Coordinate faculty recruitment cycles including advertisements, application screening, shortlisting, interview scheduling, and offer management. ● Support recruitment of research scholars, project staff, and fellows as required. ● Maintain accurate recruitment documentation, selection committee

records, and appointment files.

Onboarding & Stakeholder Coordination

- Coordinate onboarding and orientation for newly hired faculty and staff, ensuring smooth integration into the academic culture.
- Liaise with academic administration, payroll, and compliance teams to ensure timely joining and documentation.
- Serve as a key point of contact for candidates throughout the recruitment and joining process.

Data, Reporting & Process Improvement

- Maintain recruitment trackers, MIS reports, and dashboards related to hiring metrics and workforce planning.
- Analyze recruitment data to improve turnaround time, quality of hire, and faculty retention.
- Continuously improve recruitment processes to align with best practices in academic HR.

Performance & Development

- Coordinate performance management cycles, goal setting, reviews, and feedback processes.
- Support learning and development programs, training needs analysis, and capability-building initiatives.
- Track and evaluate training effectiveness and participation.

Policy, Compliance & HR Operations

- Ensure implementation and adherence to HR policies, procedures, and statutory requirements.
- Maintain accurate employee records, HRMIS data, and documentation.
- Support audits, compliance reporting, and internal HR governance processes

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 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.
11. NLSIU reserves the right to withdraw the advertisement and not fill the advertised post at any time without assigning any reason.
12. The decision of the University in all matters relating to this post shall be final and binding on all candidates.
13. 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 **June 04, 2026**.

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

Phone: 080-23010000

Email: recruitment@nls.ac.in

Bangalore

14.05.2026

REGISTRAR