



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

**Notification No.3 /2026 dated 14. 05 .2026**

**Advertisement for the position of Assistant Manager - Finance (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 finance professionals for 2 positions of **Assistant Manager - Finance**. These are full-time positions, based out of the NLSIU campus in Bangalore, and will report to the Chief Finance Officer.

**A. Job Description**

S. No.	Name of Post	Assistant Manager – Finance (02 vacancy)
1.	<b>Structure</b>	Level 5/6/7/8 as per the VIIth CPC based on the qualifications and experience of the candidate.
2.	<b>Tenure</b>	Permanent basis till the age of superannuation i.e. 60 years, subject to confirmation after the satisfactory completion of two years' probation.
3.	<b>Essential Qualifications</b>	Master's degree in Accounting, Commerce, or a related field with aggregate 55% marks. <i>Provided, for candidates with benchmark disabilities, the minimum aggregate mark is 50%.</i>

4.	<b>Essential Experience and Skills</b>	<ol style="list-style-type: none"> <li>1. 4 + years of relevant work experience in an accounts &amp; finance functions</li> <li>2. Strong understanding and working knowledge of accounting (GAAP) and compliance regulations</li> <li>3. Proficiency in Zoho Books, MS Office &amp; GSuite</li> <li>4. Good analytical skills, time management skills, detail oriented and data driven</li> <li>5. Excellent communication and relationship-management skills</li> <li>6. Uphold integrity, confidentiality, and professionalism in all financial dealings.</li> </ol>
5.	<b>Desirable Experience and Skills</b>	<ol style="list-style-type: none"> <li>1. Exposure to FCRA/CSR compliance and grant management</li> <li>2. Experience in an academic institutions</li> </ol>
5	<b>Roles and Responsibilities</b>	<p>The Assistant Manager – Finance plays an important role in managing University accounts, ensuring statutory compliance, financial control and accurate reporting. This role partners with institutional leaders to deliver end-to-end financial management and governance, ensuring compliance, efficiency, and a stakeholder-centric approach.</p> <p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Manage day-to-day accounting functions including fee collections, vendor payments, and reconciliations.</li> <li>2. Ensure compliance with GAAP standards and statutory requirements such as TDS, GST, FCRA etc.</li> <li>3. Support preparation of budgets and financial analysis for institutional planning.</li> <li>4. Coordinate with auditors during statutory and internal audits to ensure audit compliance.</li> <li>5. Provide financial insights to support institutional decision-making.</li> <li>6. Managing treasury operations and controls.</li> <li>7. Enforcing financial and operating benchmarks, internal control guidelines, policies and procedures;</li> </ol>

## **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 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 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 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.

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](mailto:recruitment@nls.ac.in)**

**Bangalore**

**14.05.2026**

**REGISTRAR**