



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

Notification No. 04/2026 dated 11.06.2026

Advertisement for the position of Assistant Manager - Academic Administration (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 for two positions of **Assistant Manager - Academic Administration**. This is a full-time position, based out of the NLSIU campus in Bangalore, and will report to the Manager - Academic Administration.

A. Job Description

S. No.	Name of Post	Assistant Manager -Academic Administration (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	Bachelor's degree in any discipline with minimum 55% aggregate marks. <i>Provided, for candidates with benchmark disabilities, the minimum aggregate mark is 50%.</i>
4.	Desired Qualifications	Master's degree/Post-graduate diploma in any discipline with minimum 55% aggregate marks. <i>Provided, for candidates with benchmark disabilities, the minimum aggregate mark is 50%.</i>

<p>5.</p>	<p>Essential Experience and Skills</p>	<ol style="list-style-type: none"> 1. 4-7 years of experience in <u>complex operation process</u> roles which may include experience in academic administration or academic operations roles; 2. Excellent analytical skills, collation skills; 3. Excellent communication skills (written and oral), technical skills and time-management skills; 4. Self-driven and collaborative; 5. Must have the ability to work independently and have attention to detail, and be data-driven; 6. Must be able to manage a process end to end; 7. Proficiency in ERP, MS Office, Gmail, Google Documents and Google Sheets; 8. Ability to multitask and work well under pressure; 9. Must take full ownership of assigned projects; 10. Ability to work effectively and constructively as part of a team.
<p>6.</p>	<p>Desirable Experience and Skills</p>	<p>Prior experience working with ERP and LMS platforms, or similar educational technology tools, along with experience in university academic administration processes and operations</p>
<p>7.</p>	<p>Roles and Responsibilities</p>	<p>The Assistant Manager – Academic Administration will be responsible for undertaking the following tasks:</p> <ol style="list-style-type: none"> i. Administer courses on ERP/LMS, including course setup, student enrollment, and data management. ii. Prepare and manage timetables on ERP and coordinate classroom logistics. iii. Coordinate examination processes, including question paper handling, scheduling, invigilation, evaluation coordination, result tabulation, and grade publication. iv. Maintain and update student academic records, including attendance, grades, transcripts, and performance data. v. Serve as a point of contact for student queries and manage helpdesk functions related to academic matters. vi. Coordinate with faculty on course delivery, office hours, onboarding, and academic requirements. vii. Prepare reports and manage data for audits, accreditation, rankings, and institutional requirements. viii. Liaise with internal stakeholders, including Registrar’s Office, Examination Office, IT, Hostel Office, and Operations. ix. Assist in organizing academic events and university processes such as admissions, onboarding, and convocation.

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.
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 **03.07.2026**.

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

Phone: 080-23010000

Email: recruitment@nls.ac.in

Bangalore

11.06.2026

REGISTRAR