



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 08/2026 dated 21/07/2026

Advertisement for the position of Chief of Staff (Office of the Vice Chancellor) at the National Law School of India University, Bangalore

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 one position of **Chief of Staff (Office of the Vice Chancellor)**. This is a full-time position, based out of the NLSIU campus in Bangalore.

The details are as under:

A. Job Description

S. No.	Post	Chief of Staff (01 vacancy)
1.	Pay Structure	Level 10/11/12 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	a. 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> b. 8 or more years of overall work experience.
4.	Desirable Qualifications	a. 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>

5.	Essential Experience and Skills	1. Prior experience in establishing relationships with internal, external business, political and civic constituencies; 2. Prior experience with donor interactions and relationships and having worked in a similar role in a growing and changing complex environment; 3. Proven ability to work cooperatively and strategically in a team environment with all levels of personnel, and internal and external stakeholders; 4. Sound management skills and ability to think strategically while balancing complex agendas; 5. Demonstrated commitment to and expertise in promoting diversity and working with diverse constituencies; 6. Strong administrative writing, reporting, presenting and interpersonal skills; 7. Excellent skills in researching, gathering, and preparing documents and presentations; 8. Supervisory skills including knowledge of the principles and practices of personnel management; 9. Excellent skills in planning, developing, and producing events and special projects; 10. Advanced oral and written communication skills; 11. Proven ability to work well as part of a team, interact with diverse groups of people in a positive and professional manner, and maintain good working relationships; 12. Proven ability to formulate effective strategies consistent with accomplishing the business and mission of NLSIU; 13. Excellent ability to analyse information and research a variety of sources to identify and resolve problems or issues; 14. Excellent ability to work independently and with limited supervision; 15. Competent to manage multiple projects under tight deadlines; 16. Excellent ability and sensitivity to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds; 17. Excellent ability to work effectively and constructively as part of a team.
6.	Roles and Responsibilities	The Chief of Staff will report to the Vice-Chancellor. The Chief of Staff will be responsible for undertaking the following tasks: Project Management 1. To effectively manage projects on behalf of the Vice

		Chancellor, either individually or as a member of task forces, working groups, or project teams; to keep track of critical dates, events and organizational issues for follow up with appropriate parties in such a way that deadlines are met and to ensure that the Vice Chancellor is informed; 2. To work closely with the Office of the Vice Chancellor on a wide variety of administrative and executive priorities, duties, special projects, and initiatives; 3. To be the principal point of contact for the Vice Chancellor's Office with the University's Academic Review Council, University Council, and campus administration; 4. To independently plan, coordinate, and implement special events and programmes of the Office of the Vice Chancellor; 5. To track high priority initiatives, identify any obstacles, pulling in other leaders or team members as necessary, connecting teams that are working on similar initiatives, pulling together, and managing project teams that require input from multiple areas within the University; 6. To manage and oversee the administrative, operational and budgetary functions of the Office of the Vice Chancellor. Strategic Initiatives 7. To promote and support the mission, values and strategic goals of the campus and the University; 8. To efficiently collaborate between various stakeholders across the campus and the university to accomplish projects and support achievement of strategic plan goals; 9. To work directly with the Vice Chancellor and senior University leaders in a collaborative manner to execute critical plans and projects; 10. To effectively support the Vice Chancellor's efforts to promote equity and diversity on campus, and to improve the campus climate; 11. To effectively handle sensitive questions, concerns, issues and requests on the Vice Chancellor's behalf; 12. To coordinate events, communication and correspondence of the Office of the Vice Chancellor; 13. To liaison between the various internal and external constituencies; 14. To assess all inquiries directed to the Vice Chancellor and determine the proper course of action, determining which meetings take priority, vetting requests for time and routing requests to other departments as appropriate; 15. To resolve staff, faculty, student, campus-wide or community disputes/complaints that come to the Vice Chancellor's Office using mediation skills and involving appropriate campus resources; 16. To represent the Office of the Vice Chancellor at internal
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		and external meetings and forums as needed, and to assist in relationship building in the community; 17. To maintain the Vice Chancellor's confidence and protect the university's operations by keeping information confidential.
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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 **11.08.2026, 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

21.07.2026

REGISTRAR

