



# CONSORTIUM OF NATIONAL LAW UNIVERSITIES

Reg.No:DRB1/SOR/707/2018-2019.

**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY**

Post Bag No.7201, Nagarbhavi, Bengaluru-560072 Karnataka, India

Date: June 26, 2023

## **NOTIFICATION: ADVERTISEMENT FOR VARIOUS POSITIONS AT THE CONSORTIUM OF NATIONAL LAW UNIVERSITIES**

The Consortium of National Law Universities (the “**Consortium**”) is a registered society established under the Karnataka Co-operative Society Act and has twenty-two member National Law Universities (“**NLUs**”). The Consortium has been established with the aim of improving standards of legal education in the country and serving the justice system through legal education. In addition to conducting a high-integrity, fair, and inclusive Common Law Admission Test (“**CLAT**”) each year, the Consortium also undertakes efforts to improve standards of legal education and research across Member NLUs, and aid faculty development efforts. The Consortium aims to provide a common platform for member NLUs to share knowledge and best practices, and to achieve the common aim of excellence in legal education in the country through the combined efforts of all Member NLUs.

Towards these objectives, the Consortium has developed growth plans and a calendar of activities that it seeks to execute in accordance with the highest professional standards. The Secretariat of the Consortium is permanently based in Bengaluru, at the NLSIU, Bengaluru campus, and is responsible for the day-to-day activities of the Consortium, as well as for the execution of the Consortium’s various activities.

The Consortium accordingly invites online applications from dynamic and accomplished professionals who have demonstrated experience promoting and implementing new ideas and initiatives in a complex decentralised, mission-oriented organisation, for the positions of **(i) Chief Operating Officer, Consortium of National Law Universities, (ii) Director, Operations, and (iii) Director, Academic Affairs and Assessment**. These are full-time positions, based on the NLSIU campus in Bengaluru, and involve field and desk work, with reporting to the Secretary-Treasurer and Executive Committee of the Consortium.



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### A. Job Description

#### (i) Chief Operating Officer: JD and Role and Responsibilities

**The ideal candidate would be a person who wants to make a strong contribution to the future of legal education in the country.**

The proposed job description and roles and responsibilities of the Chief Operating Officer are set out below:

##### *Role & Responsibilities:*

- The Chief Operating Officer reports to the Secretary-Treasurer. The Chief Operating Officer may report to the President and Vice President of the Consortium on specified responsibilities. The role and responsibilities are as follows:
  - Assist the Secretary to ensure that the objectives and goals of the Consortium are met and oversee day-to-day administrative and operational functions of the Consortium;
  - Implement the Consortium's growth plans including infrastructure, conferences, and educational programmes such as Fellowship programmes, Scholarship programmes, and ensure high-quality, timely operations and execution for the Consortium's activities;
  - Lead the Consortium's operations planning, develop the Annual Plan, optimise value through scale, innovation, transformation and drive improved performance;
  - Encourage and forge partnerships with vendors, SME professional organisations, government and other institutions;
  - Develop strategic alliances and partnerships, manage various Business Partners;
  - Leverage the technology platforms used by the Consortium to ensure seamless and frictionless service to all members of the Consortium;
  - Develop and implement Management strategies together with Design, Plan, Implement and Supervise reporting structures across all functions including a streamlined MIS/ maintaining a regular cadence of review meetings and engage in on-ground review to ensure delivery;
  - Build and create a high-performing team in the Consortium with a service-oriented culture. Evaluate the performance of their team supporting the Consortium operations and monitor for continuous improvement and impact.



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- **Essential Qualifications:**
  - Graduate degree, in law, management, or allied fields, with a good academic record; and
  - Ten or more (10+) years of experience in managing operations at an entity with a comparable scale and complexity as the Consortium.
- **Preferred Qualifications:** Post-Graduate, preferably in law, management, or allied fields, with a good academic record.
- **Desired Experience and Skills:**
  - Ten (10+) years of experience in operations including strategic planning and staff management;
  - Demonstrated experience promoting and implementing new ideas and initiatives in a complex decentralised, mission-oriented organisation;
  - Demonstrated knowledge of management systems and processes in a University or comparable organisations in the public or private sector, including the Defence Forces, (Army, Air Force, Navy, BSF etc.) and ability to quickly learn and adapt to new systems and processes;
  - Proven ability to work cooperatively and strategically in a team environment with all levels of personnel, and internal and external stakeholders;
  - Sound management skills and ability to think strategically while balancing complex agendas;
  - Strong administrative writing, reporting, presenting, and interpersonal skills;
  - Excellent skills in researching, gathering, and preparing documents and presentations;
  - Competent to manage multiple projects under tight deadlines, ability to prioritise tasks to achieve objectives within timelines;
  - Strong managerial and leadership skills;
  - Ability to multitask and work well under pressure;
  - Critical thinking and problem-solving skills;
  - Strong communication skills, both verbal and written;
  - Ability to work effectively and constructively as part of a team;
  - Ability to handle diverse high profile stakeholders, including senior judges, lawyers, Government officials and University leaders, and engage with them on an ongoing basis.
- **Compensation:** Compensation including benefits will be commensurate with Level 12/13 of the 7<sup>th</sup> CPC; benefits include PF, Gratuity and Health Insurance. The compensation package is modifiable by the Executive Committee on the basis of the candidate's experience and qualifications.
- **Location:** Bengaluru
- **Tenure:** Fixed Term Contract of 5 years extendable till the age of superannuation i.e. 60 years, subject to confirmation after the satisfactory completion of 1 years' probation.



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#### **(ii) Director, Operations: JD and Role and Responsibilities**

**The ideal candidate would be a person who wants to make a strong contribution to the future of legal education in the country.**

The proposed job description and roles and responsibilities of the Director, Operations are set out below:

##### *Role & Responsibilities:*

- The Director, Operations reports to the Chief Operating Officer. The Director, Operations may report to the Secretary-Treasurer of the Consortium on specified responsibilities. The role and responsibilities are as follows:
  - Operationalise the Consortium's plans under the directions of the Chief Operating Officer and Secretary-Treasurer, including the Annual Plan, and optimise value through scale, innovation, transformation and improved performance;
  - Assist the Chief Operating Officer to ensure that the objectives and goals of the Consortium are met and hold responsibility for the day-to-day administrative and operational functions of the Consortium;
  - Implement the Consortium's growth plans including infrastructure, conferences, and educational programmes such as Fellowship programmes, Scholarship programmes, and ensure high-quality, timely operations and execution for the Consortium's activities under the direction of the C.O.O.;
  - Manage partnerships with vendors, SME professional organisations, government and other institutions;
  - Manage various Business Partners;
  - Manage the technology platforms used by the Consortium to ensure seamless and frictionless service to all members of the Consortium;
  - Prepare and maintain operations-related MIS;
  - Build and maintain efficient operational processes and a high-performing Operations team for the Consortium. Evaluate the performance of the Operations team and monitor for continuous improvement and impact.
  
- **Essential Qualifications:**
  - Graduate in any stream, with a good academic record; and



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- Five or more (5+) years of operations experience at an entity with a comparable scale and complexity as the Consortium.
- **Desired Experience and Skills:**
  - Five or more (5+) years of experience in operations including strategy implementation and staff management;
  - Demonstrated experience executing and implementing new ideas and initiatives in a complex decentralised, mission-oriented organisation;
  - Demonstrated knowledge of management systems and processes in a University or large, complex organisations like the Defence, (Army, Air Force, Navy, BSF etc.) and ability to quickly learn and adapt to new systems and processes;
  - Proven ability to work cooperatively and strategically in a team environment with all levels of personnel, and internal and external stakeholders;
  - Sound operational skills and ability to think tactically while balancing complex agendas;
  - Strong administrative writing, reporting, presenting, and interpersonal skills;
  - Good skills in researching, gathering, and preparing documents and presentations;
  - Competent to manage multiple projects under tight deadlines, ability to prioritise tasks to achieve objectives within timelines;
  - Strong managerial skills;
  - Ability to multitask and work well under pressure;
  - Critical thinking and problem-solving skills;
  - Good communication skills, both verbal and written;
  - Ability to work effectively and constructively as part of a team;
  - Ability to handle high profile stakeholders, and engage with them on an ongoing basis.
- **Compensation:** Compensation including benefits will be commensurate with Level 9/10/11 of the 7<sup>th</sup> CPC; benefits include PF, Gratuity and Health Insurance. The compensation package is modifiable by the Executive Committee on the basis of the candidate's experience and qualifications.
- **Location:** Bengaluru
- **Tenure:** Fixed Term Contract of 5 years extendable till the age of superannuation i.e. 60 years, subject to confirmation after the satisfactory completion of 1 years' probation.



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### (iii) Director, Academic Affairs and Assessment: JD and Role and Responsibilities

The ideal candidate would be a person who wants to contribute to the future of legal education in the country.

The proposed job description and roles and responsibilities of the Director, Academic Affairs and Assessment (“**Director, Academics**”) are set out below:

#### *Role & Responsibilities:*

- The Director, Academics reports to the Chief Operating Officer. The Director, Academics may report to the Secretary-Treasurer of the Consortium on specified responsibilities. The role and responsibilities are as follows:
  - Implement aspects of the Consortium’s growth plans relating to academic conferences, scholarship and fellowship programmes for faculty and students, and ensure high-quality, high-integrity delivery for the Consortium’s academic and assessment activities under the direction of the C.O.O.;
  - Develop high quality teaching and learning materials for use in the member NLUs and faculty development programmes across India;
  - Operationalise the academic aspects of the Consortium’s plans under the directions of the C.O.O. and Secretary-Treasurer, including the Annual Plan and assessments, and facilitate high-quality research and academic outcomes at member NLUs of the Consortium;
  - Assist the C.O.O. to ensure that the objectives and goals of the Consortium are met and hold responsibility for the academic functions of the Consortium;
  - Manage relationships with academic stakeholders at members NLUs of the Consortium, such as academic administrators, teachers, and students;
  - Manage the technology platforms used by the Consortium to ensure the achievement of the Consortium’s academic objectives
  - Prepare and maintain academics-related MIS;
  - Build and maintain efficient academic processes and a high-performing Academics team for the Consortium. Evaluate the performance of the Academics team and monitor for continuous improvement and impact.
- **Essential Qualifications:**
  - Post-Graduate, preferably in law, with a good academic record. Candidates without post-graduate qualifications may be considered in exceptional cases.



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- Five or more (5+) years of experience in academic administration at an entity with a comparable scale and complexity as the Consortium.
- **Desired Experience and Skills:**
  - Five or more (5+) years of experience in academic administration and/ or examination operations and assessments, including assessment research, creation, and implementation;
  - Demonstrated experience in understanding pedagogical goals and assessment outcomes, and in developing assessment methods to achieve such goals and outcomes;
  - Proven ability to work closely with academics, technical vendors, and various stakeholders in developing and deploying confidential processes and high-integrity examinations;
  - Demonstrated experience executing and implementing new ideas and initiatives in a complex decentralised, mission-oriented organisation;
  - Demonstrated knowledge of management systems and processes in a University or large, complex organisations like the Defence, (Army, Air Force, Navy, BSF etc.) and ability to quickly learn and adapt to new systems and processes;
  - Proven ability to work cooperatively and strategically in a team environment with all levels of personnel, and internal and external stakeholders;
  - Sound academic skills and ability to think critically while balancing complex agendas;
  - Excellent writing, reporting, presenting, and interpersonal skills;
  - Excellent skills in researching, gathering, and preparing documents and presentations;
  - Competent to manage multiple projects under tight deadlines, ability to prioritise tasks to achieve objectives within timelines;
  - Strong managerial skills;
  - Ability to multitask and work well under pressure;
  - Critical thinking and problem-solving skills;
  - Excellent communication skills, both verbal and written;
  - Ability to work effectively and constructively as part of a team;
  - Ability to handle high profile stakeholders, and engage with them on an ongoing basis.
- **Compensation:** Compensation including benefits will be commensurate with Level 9/10/11 of the 7<sup>th</sup> CPC; benefits include PF, Gratuity and Health Insurance. The compensation package is modifiable by the Executive Committee on the basis of the candidate's experience and qualifications.
- **Location:** Bengaluru
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## B. General Conditions Applicable to All Three Positions

1. The candidate must be a citizen of India.
2. The prescribed essential qualifications/experience indicated are the bare minimum required for the position. Mere possession of these qualifications/experience will not entitle the candidate(s) to be called for an interview.
3. The qualifications prescribed in the table above should have been obtained from recognised Universities/Institutions.
4. Interested candidates are required to submit applications through online mode only by completing the application form and uploading copies of all required certificates. Without these certificates, the application form will not be considered.
5. Candidates will be required to produce original documents at the time of interview.
6. 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.
7. Where the number of applications received in response to this advertisement is large and it may not be convenient or possible for the Consortium to interview all the candidates, the Consortium reserves the right to restrict the number of candidates to be called for interviews to a reasonable limit.
8. No correspondence whatsoever will be entertained from candidates regarding conduct/result of the interview and reasons for not being called for an interview.
9. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post.
10. The Consortium reserves the right of not filling the post advertised and/or filling vacancies irrespective of the position advertised for without assigning any reason.
11. If information provided in an application is found to be incorrect/false, at any stage of the application process, the candidature is liable to be cancelled and any appointment made is also liable to be terminated.
12. The shortlisted candidates will be intimated through email.
13. The Consortium will make all correspondence through email only.
14. The decision of the Consortium in all matters relating to this post shall be final and binding on all candidates.
15. 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 fill in the application form available on the website (<https://consortiumofnlus.ac.in/>) at the following link:





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<https://forms.gle/wJTtJPTnEnUDNXAR8> and upload their CV and supporting certificates on or before 5.00 p.m. on July 23, 2023. For any clarifications in this regard, you may contact the Consortium at the following numbers:

**Name of the Contact Person:** Mr. Prathap K.

**Phone** : 080-47162020/ 9036182439

**Email** : secy-treas@consortiumofnlus.ac.in

Sd/-  
PRESIDENT  
CONSORTIUM OF NLU<sub>s</sub>

Sd/-  
SECRETARY-TREASURER  
CONSORTIUM OF NLU<sub>s</sub>