



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

Notification No. 06/2025 dated 05.05.2025

Advertisement for the position of Development Officer

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 consistently been an innovative leader in legal education and research in India and has been ranked First among Law Universities in the National Institute Ranking Framework for the last seven years.

The University invites online applications from accomplished professionals for the position of **Development Officer**. This is a full-time position, based out of the NLSIU campus in Bengaluru involving field and desk work, and will report to the Director - Communications and External Relations, NLSIU. The details are as under:

| S. No. | Name of Post | Development Officer (01 vacancy) |
|--------|---------------------------------|--|
| 1. | Structure | Level 9/10/11 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 year's probation. |
| 3. | Essential Qualifications | Graduate degree in any discipline with aggregate 55% marks. Provided, for candidates with benchmark disabilities, the minimum aggregate mark is 50%. |
| 4. | Desirable Qualifications | Post Graduate Degree/Diploma in Public Relations, Communications, Development, Social Sciences or a related field. |

| | | |
|----|--|---|
| 5. | Essential Experience and Skills | <ol style="list-style-type: none"> 1. Minimum 8 years of overall work experience with at least 4 years in fundraising, programme development, philanthropic initiatives or a related field; 2. Excellent ability to work with and manage a wide range of internal and external stakeholders and forge partnerships; 3. Excellent research and communication skills; 4. Strong networking abilities; 5. Strong presentation skills with expertise in MS PPT working knowledge of Canva would be helpful. 6. Excellent drafting skills; 7. Strong budget management skills, organisation skills and IT skills; 8. Excellent ability to work effectively and constructively; 9. Knowledge of Kannada is a bonus for this role; 10. Skilled in MS Office. |
| 6. | Role and Responsibilities | <p>The Development Officer will report to the Director Communications and External Relations.</p> <p>The Development Officer will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> • Be responsible for developing the strategic fundraising plans of the University; • Be responsible for building relationships with prospective donors and grantees across multiple sectors and communicating with the broader public, alumni and internal teams; • To develop and implement strategies and internal processes for programme development and grant management across all research and University development projects; • To identify and explore prospective donor pools, to draft tailored messages, and to cultivate donor relationships with the goal of securing financial support; • To write and negotiate funding proposals for potential donors and work closely with the University academic staff and legal team; • To identify and develop opportunities for programmatic support. • To maintain external stakeholder relationships related to programme development; • To set up internal processes for managing fundraising lifecycles and donor relations including MOU/contract closure and reporting; • To draft, press releases in consultation with the communications team as required; • To prepare quarterly budgets and establish and maintain reports for funders; • To implement a variety of marketing strategies and promotional campaigns towards fundraising. |

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 out of a total of 50 marks 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 interview and reasons for not being called for 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. 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 **26.05.2025**.

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

Phone: 080-23010000

Email: recruitment@nls.ac.in

Bangalore

5.05.2025

REGISTRAR