



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

Notification No.07/2025 dated 06. 06 .2025

Advertisement for the position of Assistant Manager - Campus and Residence Life (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 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 2 positions of **Assistant Manager - Campus and Residence Life**. These are full-time positions, based out of the NLSIU campus in Bangalore, and will report to the Director – Campus and Residential Life NLSIU. This position requires living on-campus and may involve occasional weekend and evening commitments.

A. Job Description

S. No.	Name of Post	Assistant Manager - Campus and Residence Life (02 vacancy)
1.	Structure	Level 5/6/7/8 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. <i>Provided</i> , for candidates with benchmark disabilities, the minimum aggregate mark is 50%.

4.	Desirable Qualifications	Post Graduate Degree/Diploma in Higher Education, Hospitality, Education, Student Affairs Administration, Counselling, Social Work, Human Resources or any related field.
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5.	Essential Experience and Skills	<ol style="list-style-type: none"> 1. Minimum 5 years of overall work experience; 2. Well-organized and capable of handling day-to-day hostel operations; 3. Excellent interpersonal and communication skills; 4. Strong problem-solving abilities; 5. Ability to work effectively and constructively as part of a team. 6. Approachable and attentive to student concerns; 7. Flexible and open to working beyond regular hours when needed; 8. Experience of working with residential UG/PG students; 9. A demonstrated understanding and commitment to diversity and inclusion with a high degree of accessibility and openness to students; 10. Excellent time-management, problem-solving, stakeholder management skills with attention to detail; 11. Ability and desire to work independently in a fast-paced environment and complete multiple tasks and a large volume of work in a timely and effective manner; 12. The ability to work well with others, both internally and externally, from a wide variety of backgrounds;
6.	Desirable Experience and Skills	<ol style="list-style-type: none"> 13. Prior experience working in administrative positions in a student hostel, co-living space, housing high school, UG or PG students or young working professionals.
7.	Role and Responsibilities	<p>The Assistant Manager - Campus and Residence Life will report to the Director – Campus and Residential Life.</p> <p>The Assistant Manager - Campus and Residence Life will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> • Coordinating the day-to-day management and maintenance of all student hostels; • Responding to and resolving student concerns or complaints related to residences; • Working closely with the Director - Campus and Residential Life (DCRL) and Residence Life team to support student onboarding and offboarding processes, including room allocation, ensuring rooms are ready for occupancy, handing over and collecting keys, and preparing rooms for incoming residents;

		<ul style="list-style-type: none"> ● Liaising regularly with the Facilities team to report and follow up on facilities related issues to ensure timely resolution; ● Coordinating with the DCRL, Student Welfare Officer (SWO), and Health Centre staff in the event of student health and wellbeing-related emergencies; ● Being available and accessible to students for discussions or concerns related to their residences; ● Being available for emergencies and responding appropriately. ● Conducting regular hostel visits to ensure student wellbeing, safety, and compliance with hostel norms; ● Conducting regular monitoring of hostels for infrastructure, discipline, student wellbeing and other issues. Participating in Residence Life Disciplinary proceedings and maintaining the records for the same; ● Drafting policies, rules and regulations for the effective functioning of the student hostels; ● Any other functions or additional duties that may be assigned from time to time.
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B. Selection Process

1. Selection will take place in two parts.

- 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).
- 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

- 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.
- The qualifications prescribed in the table above should have been obtained from recognised Universities/ Institutions.
- Candidates will be required to produce original documents at the time of interview.
- 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 **July 4, 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

06.06.2025

REGISTRAR