



**APPLICATIONS INVITED FOR THE POSITION OF**  
**DIRECTOR**  
**COLLEGE OF LEGAL STUDIES**

The University of Petroleum and Energy Studies (UPES) invites applications for the position of Director of the College of Legal Studies (CoLS) which was founded in 2006 as the third college of UPES. Approved by the Bar Council of India, CoLS offers contemporary legal programs that are truly innovative. Focused on business and energy law, CoLS offers students the opportunity to acquire expertise in addition to their standard legal skills. Unique dual degree programs - the UPES integrated B.Tech./LLB - provide students with international techno-legal skills. Teaching methods are varied and continuously updated to address the emerging challenges faced by modern techno-lawyers, ensuring that students are equipped to play an intrinsic role in strategy planning, technology transfer, tie-ups and other key corporate responsibilities. CoLS has 17 dedicated faculty members, more than 640 students, Moot Court, Manupatra & West Law, electronic databases, and provides opportunities to interact with jurists, judges and legal luminaries.

**JOB RESPONSIBILITIES**

The Director is the executive head of the College of Legal Studies and as the chief academic officer, reports to the Pro-Vice Chancellor of the University. The Director is responsible for leadership, curricula, long term strategic planning, financial and all other matters related to the academic program of CoLS.

Duties and expectations include:

1. Responsibility for the positioning and pursuit of strategic goals.
2. Full academic administration and identification of requirement for faculty and visiting faculty.
3. Recruitment, mentoring, performance management of faculty and staff.
4. Ensuring proper curriculum coverage with high academic rigor by departmental heads.
5. Ensuring all aspects of excellence evaluation, including assignments, seminars, class tests, etc.
6. Ensuring ongoing development of UPES academic activities and programs.
7. Faculty development programs including industrial exposure of faculty.
8. Over all discipline, personality development and co-curricular activities of students
9. Promoting the University's outreach activities and industrial liaison including summer internship/training, placements etc.
10. Development of the brand and image of the College of Legal Studies through conducting national and International conferences.

11. Building relationships with other recognized institutes and organizations (Including govt. organizations)
12. Tie-ups with international and multi-national funding organizations.
13. Development of Legal Consultancy Business and Paralegal Training Centre.
14. Organizing revenue generating legal workshops.
15. Any other responsibility assigned by university management from time to time

The Director will be responsible for the overall planning, development, renewal and update of academic programs, to ensure meaningful academic outcomes, quality, effectiveness and financial viability of the College of Legal Studies

### **JOB QUALIFICATIONS**

1. The candidate should have a full time graduate and post graduate degree in Law (LL.B & LL.M or equivalent) from a recognized institution/university of repute
2. PhD in Law.
3. 10 – 15 years of post qualification experience is essential.
4. Proven leadership and administrative/supervisory experience.
5. Proven ability to foster collaborative efforts by building partnerships with national and/or international constituencies.
6. Excellent interpersonal, oral and written communication and presentation skills.
7. Demonstrated commitment to increasing the diversity of faculty, staff, and students through recruitment, retention, and development of talented individuals.
8. Demonstrated ability to develop and maintain a collaborative work environment.
9. The ability to articulate a clear vision for the future of the School.
10. The ability to develop and implement strategic and tactical plans.
11. Exposure to energy and core sector domain laws is desirable.

### **COMPENSATION**

Annual CTC of Rs. 20Lacs to 22 Lacs.

### **JOB APPLICATIONS**

To apply for this position, please provide:

1. A letter outlining the candidate's skills and background in relation to the job requirements.
2. Updated curriculum vitae with latest colored passport size photograph.
3. Four references: Please provide names, addresses, organization & designation, e-mail and telephone numbers. At least two references should be from previous employment.

Applications, nominations and enquiries should be submitted electronically to: [directorhr@upes.ac.in](mailto:directorhr@upes.ac.in)

For information on the College of Legal Studies, please visit the website at: [www.upes.ac.in](http://www.upes.ac.in)