

**Position:** Young Professional [Corporate Affairs]

**Position Code:** MT-09

**Number of Positions:** 1

**Consolidated Emoluments:** Between Rs.30,000/- to Rs.50,000/- depending upon qualifications & experience.

**Duration:** The initial appointment will be for a period of six months, which may be extended based on satisfactory performance and organizational requirements, up to a maximum of two years.

**Job Description:** The Corporate and Legal Affairs (CLA) division is headed by the Company Secretary with two separate wings-Corporate Affairs which handles Board meetings and General meetings matters, DPE Compliances, RTI and other Statutory &Regulatory matters & Legal Affairs which handles all Policy and Scheme related matters like Agreements, MoUs, GLA, National- International Agreements, Legal Due Diligence and Litigation matters before Hon'ble Courts and Tribunals.

We are looking for dynamic and driven individuals with a strong passion and eager to acquire practical experience in a fast-paced, innovation-focused environment.

<b>Key Responsibilities:</b>	<b>Essential Qualification:</b>
<ul style="list-style-type: none"> <li>▪ Support the Corporate Affairs team in Inter Departmental Coordination.</li> <li>▪ Assist in Board Meeting and other Committee meeting documentation.</li> <li>▪ Support the Corporate Affairs team in DPE &amp; DBT matters followups, Coordination and Consolidation.</li> <li>▪ Support the Corporate Affairs team in Annual Report, Annual Plan and Audit Coordination and documentation.</li> <li>▪ Support the Corporate Affairs team in RTI &amp; Parliament matters.</li> <li>▪ Files and Data Management for Corporate Affairs.</li> </ul>	<p>Bachelor's or Master's Degree in Business Administration (BBA/MBA) or Commerce (B.Com/M.Com) or Company Secretary (CS).</p> <p><b>Desirable Skills:</b> Desirable Skills: Proficiency in MS Office, Google Docs, Google Sheets, Microsoft Teams, e-office, MCA.</p> <p>Strong oral and written communication skills in English, working knowledge in Hindi Rajbhasha will be an advantage.</p> <p><b>Work experience:</b> Post Qualification, 1- 2 years [Private (LLP/Pvt. Ltd./Firm)/Govt Dept.]</p> <p><b>Age Limit:</b> 30 years as on closing date of application.</p>

\*\*The total number of vacancies indicated in this advertisement may increase/ decrease/ cancelled, if need so arises at the discretion of BIRAC.