

<b>Position:</b> Young Professional [Corporate Affairs] <b>Position Code:</b> MT-09	
<b>Number of Positions:</b> 1	
<b>Consolidated Emoluments:</b> Between Rs.30,000/- to Rs.50,000/- depending upon qualifications & experience.	
<b>Duration:</b> 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.	
<b>Job Description:</b> 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> <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>	<b>Essential Qualification:</b> Bachelor's or Master's Degree in Business Administration (BBA/MBA) or Commerce (B.Com/M.Com) or Company Secretary (CS).  <b>Desirable Skills:</b> Desirable Skills: Proficiency in MS Office, Google Docs, Google Sheets, Microsoft Teams, e-office, MCA.  Strong oral and written communication skills in English, working knowledge in Hindi Rajbhasha will be an advantage.  <b>Work experience:</b> Post Qualification, 1- 2 years [Private (LLP/Pvt. Ltd./Firm)/Govt Dept.]  <b>Age Limit:</b> 30 years as on closing date of application.

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