

<p><b>Position: HR Intern</b></p> <p><b>Position Code: MT-05</b> <b>Number of Positions: (01) One</b></p> <p><b>Consolidated Emoluments:</b> Between Rs.30,000/- to Rs.50,000/- depending upon qualifications &amp; experience and shall be governed by the policy of Young Professional in BIRAC.</p> <p><b>Job Tenure:</b> Initial appointment will be for a period of Six months which may be extended subject to satisfactory performance.</p> <p><b>Job Description:</b> To assist in HR &amp; Administration activities of the organization.</p>	
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Update BIRAC internal databases of recruitment with new employee information, including Contact.</li> <li>▪ Assist in initial screening of applications.</li> <li>▪ Schedule and confirm interviews with candidates by maintaining Communication.</li> <li>▪ Communication with the applicants.</li> <li>▪ Post, update and remove job advertisements from job boards, careers pages and social networks.</li> <li>▪ Assist in performing a variety of HR tasks, including updating employee records and database.</li> <li>▪ Any other related work as may assigned.</li> </ul>	<p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"> <li>- Graduate in relevant discipline from recognized University / Institute.</li> <li>- MBA or Post Graduate Degree with specialization in Human Resource Management/Personnel Management/ Industrial Relations.</li> </ul> <p><b>Desirable:</b> Post Qualification, One-year work experience in HR related activities.</p> <p><b>Age Limit:</b></p> <p>28 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.*