Vacancy Ref. No. BIRAC/VAC/158/Nov-2025-MT

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.

Key Responsibilities:

- Support the Corporate Affairs team in Inter Departmental Coordination.
- Assist in Board Meeting and other Committee meeting documentation.
- Support the Corporate Affairs team in DPE & DBT matters followups, Coordination and Consolidation.
- Support the Corporate Affairs team in Annual Report, Annual Plan and Audit Coordination and documentation.
- Support the Corporate Affairs team in RTI & Parliament matters.
- Files and Data Management for Corporate Affairs.

Essential Qualification:
Bachelor's or Master's Degree in Business Administration (BBA/MBA) or Commerce (B.Com/M.Com) or Company Secretary (CS).

Desirable Skills: 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.

Work experience: Post Qualification, 1- 2 years [Private (LLP/Pvt. Ltd./Firm)/Govt Dept.]

Age Limit:
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.