Vacancy Ref. No. BIRAC/VAC/159/Nov-2025-MT

Position: Young Professional [Legal Affairs] **Position Code:** MT-10

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:

- Assist in drafting, vetting, and reviewing legal documents such as MoUs, Grant Letters (GLA), Agreements, NDAs, and other legal instruments.
- Support in legal due diligence of applicant entities under various BIRAC schemes and preparation of diligence summaries.
- Assist in maintenance and management of legal records, files, agreements, and database.
- Provide assistance in monitoring contract compliance and identifying potential legal and contractual risks.
- Support the team in preparing legal opinions, internal notes, and reports on legal issues.
- Coordinate with various divisions for legal clarifications and documentation.
- Assist in court case monitoring, collation of documents, and preparation of case briefs.
- Support in updating and drafting of guidelines, formats, and policy amendments as per organizational needs.
- Support the Legal team in Departmental Files and Data Management for Legal.

Essential Qualification: LLB from a recognized institution.(Full time Degree)

Desirable Skills: LLM Degree or Diploma in Drafting or Corporate laws.
Good knowledge of contract drafting, grant letter agreements, and legal provisions related to contracts and agreements. Strong understanding of legal research, documentation, and analytical skills. Proficiency in MS Office and ability to maintain organized digital legal records. Strong communication and coordination skills.

Work experience: Post qualification 1–2 years of relevant experience [Private (LLP/Company) /Government Department/Legal Firm].

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.