

**Position:** Management Trainee [MII] under Make in India.

**Position Code:** MT-03

**Number of Positions:** 3

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

**Job Description:** Make in India (MII) facilitation cell for biotech sector has been established at BIRAC to facilitate the National Mission Programs of MII & Startup India. Young Professionals under MII would assist with the various activities of the MII as detailed below.

The positions will be Co-terminus with the project and renewal of the contract shall depend on the extension of the Project or need for continuance of service, based on satisfactory performance.

**Key Responsibilities:**

- Assist the Make in India team for various activities of Make in India & Startup India.
- Support organizing of Strategy meetings and stakeholder interactions.
- Coordination & support in the organization of Global BioIndia.
- Coordination and support for activities like State Conclaves, Webinars, outreach activities.
- Updation of MII microsite on BIRAC's website, collating inputs for different dashboards.
- Work with the team for timely delivery of assigned tasks.

**Necessary Qualification:**

Bachelors / Masters in Management / Mass Communication / Pharma / Biotechnology/ Applied Sciences/Life Sciences.

**Desirable Qualification:**

Expertise in MS Office, Demonstrated Writing & Oral communication skills in English, Experience in Public Relations/ Event Organization/Data Management/ Report Analysis

One year of relevant work experience

**Age Limit:**

28 years as on closing date of application.