

# **BIRAC-Doc-II**

## **Job Description**

### **Management Trainee (Legal)**

**1. Educational Qualifications:-**

Law Graduate from any recognized University established by Law in India.

**2. Experience:**

Dealing with contracts, agreements, etc.

**3. Job Description:-**

- a. Assistance in Vetting of Legal Documents.
- b. Assistance in Legal Literature / Case / Framework Search and Analysis.
- c. Assistance in ensuring check-list compliance.
- d. Legal record keeping and related inventory.
- e. Any other related task with regard to effective management of legal affairs at PMU, NBM - BIRAC.

**4. Age Limit:-**

Maximum age limit would be 35 years as on 11<sup>th</sup> June, 2018.

**5. Consolidated Emoluments:-**

Rs. 30,000/- Per month