

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 11th June, 2018.

5. Consolidated Emoluments:-

Rs. 30,000/- Per month