



IIT Ropar – Technology and Innovation Foundation for
governance and
technology development
AWaDH
U-581001P8282004PL858225

A Technology Innovation Hub established by the
Department of Science & Technology (DST),
Government of India, in the framework of National
Mission on Interdisciplinary Cyber Physical Systems
(NM – ICPS)

Address: Room No. 316/317, 3rd Floor M.Visvesvaraya
Indian Institute of Technology Ropar-140001

E-mail: awadh@iitrpr.ac.in

Advertisement for the Position of Company Secretary (CS)

About IIT Ropar – TIF AWaDH

IIT Ropar – Technology and Innovation Foundation (AWaDH) is a Technology Innovation Hub established under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) of the Department of Science & Technology (DST), Government of India. AWaDH is focused on promoting innovation, entrepreneurship, technology commercialization, startup incubation, skilling initiatives, and implementation of government-supported programs in the domains of Agriculture and Water Technologies.

To strengthen its governance, compliance, legal, and startup ecosystem support framework, AWaDH invites applications for the following:

1. Company Secretary (CS)

Position: Company Secretary (CS) / Assistant Manager / Manager (Compliance)

Number of Positions: 01

Location: IIT Ropar Campus, Rupnagar, Punjab

Employment Type: Full-Time

CTC: ₹5.00 – ₹6.00 LPA (Based on qualifications, experience, and suitability)

Last Date to Apply: 13th July 2026

Apply here:

https://docs.google.com/forms/d/1M4Mx386pVRkjjXVXowMc83t2eBfXs2il_5nPLT4GtO/

Key Responsibilities

A. Corporate Governance & Statutory Compliance

- Ensuring statutory and regulatory compliance under the Companies Act, 2013, Income Tax Act, applicable labour laws, funding agency guidelines, and internal organizational policies.
- Developing, implementing, and monitoring governance frameworks, internal policies, SOPs, compliance systems, and organizational processes.
- Managing Board, Committee, and General Meetings, including preparation of notices, agendas, resolutions, minutes, action trackers, and compliance records.
- Maintaining statutory registers, records, disclosures, and ensuring timely ROC/MCA filings and statutory compliance.
- Tracking regulatory developments and advising management on compliance implications.



- Coordination with the CA of the company for regular filing of the data and compliances

B. Legal Documentation & Contract Management

- Reviewing and vetting MoUs, Agreements, Term Sheets, investment instruments, contracts, consultancy agreements, partnership agreements, and other legal documents from a compliance and governance perspective.
- Maintaining legal records, documentation repositories, and contract management systems.
- Ensuring compliance checks for all legal documents executed by the organization.

C. Startup Funding, Due Diligence & Regulatory Compliance

- Conducting and coordinating Due Diligence (DD) processes for startups under various funding and incubation programs, including:
 - Startup India Seed Fund Scheme (SISFS)
 - DST – National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS)
 - MeitY GENESIS
 - Project Dronagiri
 - Internal AWaDH funding programs
 - Other Government, CSR, Investor, and Accelerator-supported programs
- Reviewing legal, secretarial, financial, statutory, and compliance documents of startups prior to funding approvals and milestone-based disbursements.
- Supporting investment documentation, shareholder agreements, term sheets, CCDs, CCPs, equity instruments, cap tables, and related compliance requirements.
- Managing ongoing due diligence, compliance monitoring, and governance reviews of incubated and funded startups.
- Supporting startup onboarding, milestone monitoring, reporting, governance reviews, and compliance throughout the funding lifecycle.
- Ensuring startup closure, exit, discontinuation, or termination processes are carried out in accordance with applicable laws, funding guidelines, and Ministry of Corporate Affairs (MCA) regulations, including maintenance of requisite records and documentation.



ICTH Program – Technology and
Innovation Foundations for
Government and Major
Technology Development Units
(MOTUs)

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D. Grants, Projects & Government Scheme Compliance

- Overseeing compliance related to grants, skilling programs, startup support initiatives, and government-funded schemes.
- Monitoring Utilization Certificates (UCs), progress reports, milestone documentation, fund utilization records, and reporting requirements.
- Coordinating with funding agencies, ministries, government departments, auditors, and project partners for submissions, clarifications, and compliance matters.

E. Audit & Financial Compliance

- Coordinating internal audits, statutory audits, grant audits, compliance audits, and special audits.
- Ensuring the timely closure of audit observations and the implementation of corrective actions.
- Working closely with Chartered Accountants, Auditors, Legal Counsel, and other professional firms for certifications, filings, opinions, and regulatory matters.

F. Advisory & Documentation

- Providing compliance, governance, and legal advisory support to management and project teams.
- Maintaining compliance trackers, document repositories, statutory records, and governance databases.
- Promoting adherence to organizational policies, SOPs, and regulatory requirements across all AWaDH initiatives.

Eligibility Criteria

- Qualified Company Secretary (ACS/FCS) from the Institute of Company Secretaries of India (ICSI).
- A valid ICSI Membership Number is mandatory and must be clearly mentioned in the application.
- Candidates possessing a Certificate of Practice (COP) will be preferred.
- Bachelor's Degree in Commerce, Law, Management, or a related discipline.



ICTH Program – Technology and
Business Incubation for
startups and SMEs
under the National Mission on
Interdisciplinary Cyber Physical
Systems

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- LLB and/or additional qualifications in Corporate Law, Governance, Compliance, or Secretarial Practice shall be preferred.
- Minimum 1–3 years of relevant experience in corporate compliance, governance, startup ecosystem, incubation centres, Section 8 companies, government-funded projects, or innovation ecosystems.

Desired Skills

- Thorough knowledge of the Companies Act, 2013, MCA/ROC procedures, and Secretarial Standards.
- Familiarity with startup investments, funding instruments, due diligence processes, and grant compliance.
- Strong drafting, analytical, communication, and documentation skills.
- Ability to independently manage compliance, governance, and legal support functions.
- Experience in handling compliance requirements related to startup funding and government-supported innovation programs shall be preferred.

Only shortlisted candidates will be contacted for further discussions.