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| Job Title | Executive (Legal & Compliance) | | |
| Job Code | SIIC-Ex- L&C | | |
| Reports to | Sr. Manager/ General Manager | Location | Kanpur (Uttar Pradesh) |
| Responsibilities | <ul style="list-style-type: none"> • Create a strategy for preventing violations of legal rules and internal policies guidelines. • Maintaining Statutory Register, Annual Report, Annual Returns, Minutes of Board Meeting & General Meeting, Resolutions, Conducting Board & General meetings, Notices, Fillings with ROC, Committee Meetings, recording the minutes, Related Party Transactions, Event Based Compliances etc. • Drafting and Execution of Agreements, Legal Notices & Proposals. • Coordinating with the team, advising the Company, IITK, Incubated Companies regarding different compliances under the Companies Act, GST, Income Tax Act, Labour Laws etc. • Revising procedures, reports etc. periodically to identify hidden risks or non-conformity issues | | |
| Eligibility | <ul style="list-style-type: none"> • Bachelor's degree in law, certified Company Secretary is a plus, or a related field. • 0-1 year of experience. • Proficiency in Microsoft Office (Microsoft Excel, Microsoft Outlook) | | |
| Desirable | <ul style="list-style-type: none"> • Strong communication skills • Logical and analytical thinking skills • Problem-solving skills. • Leadership and coaching skills. | | |
| Travel | As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams. | | |
| Communication | <p>Email your current resume with a cover note highlighting their relevant experience and strengths for this position and your latest passport-size photograph with the job code in the subject line and the following details to hr@siicfirst.com</p> <p>Note: Applications/Resumes sent to any other mail id SHALL NOT be accepted.</p> | | |
| | <ul style="list-style-type: none"> • Total experience: • Total relevant experience: • Current Organization: • Current Location: • Notice period: • Current CTC: • Expected CTC: (Negotiable/ Non-negotiable) | | |

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