

<b>Job Title</b>	<b>Associate/Consultant/AM –Legal &amp; Compliance</b>		
<b>Job Code</b>	FIRST-AM-Leg		
<b>Reports to</b>	Sr Manager (Company Secretary)	<b>Location</b>	Kanpur
<b>Job Type</b>	Full-time, Contractual	<b>Tenure</b>	1 Year
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Legal Documentation, Contracts, MoUs, Agreements and noting with recommendations</li> <li>• Monitor compliance &amp; Manage effective compliance program, including escalation and exception handling.</li> <li>• Follow-up and closure on compliance issues with the concerned individuals/ teams/ organizations</li> <li>• Collaborate with the teams to ensure the implementation of consistent action strategies for meeting compliance standards</li> <li>• Disseminate written policies and procedures related to compliance activities</li> <li>• Training on compliance-related topics, policies, or procedures.</li> <li>• Technical assessment of internal systems, procedures, and equipment</li> <li>• Necessary documentation, MIS reporting, preparation of presentations and minutes of meetings</li> <li>• Maintaining the filing system as deemed necessary for retrieving the requisite information quickly</li> <li>• Lead and Support other activities as assigned</li> </ul>		
<b>Travel</b>	As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams		
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• CS/LLB from a reputed law school or university in India</li> <li>• <b>Excellent communication skills</b> (Spoken and written)</li> <li>• Strong research and documentation skills</li> <li>• Competence in working with multidimensional &amp; multicultural environment.</li> <li>• Keen to learn and passionate to serve communities</li> </ul>		
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Good drafting skills, Experience in handling complex matters and in criminal complaints.</li> <li>• Experience in handling corporate commercial litigation for various courts.</li> <li>• Experience in leading law firms required</li> </ul>		

<b>Communication</b>	<p>The interested candidates can write a cover note highlighting their relevant experience and strengths for this position with the following details with the <b>job title in the subject line</b> and the <b>following details</b> to <b>hr @ siicfirst.com</b>. <b>Please Note- Incomplete applications/resumes sent to any other mail id SHALL NOT be considered for any scrutiny.</b></p> <ul style="list-style-type: none"><li>• Total experience:</li><li>• Current Organization:</li><li>• Current CTC:</li><li>• Notice period:</li><li>• Total relevant experience:</li><li>• Current Location:</li><li>• Expected CTC – (Negotiable / Non Negotiable)</li></ul>
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