

Opening for Company Secretary (CS)

Last Date to Apply: 31st July or until the position is filled.

IIT Mandi Catalyst is seeking a detail-oriented and experienced Company Secretary to ensure robust governance and compliance in its fast-growing and dynamic incubation ecosystem. As one of India's leading deep-tech incubators, Catalyst has supported over 600+ startups, fostering innovation across the Himalayan region and the country. The Company Secretary will play a key role in upholding statutory compliance, supporting the Board and senior leadership, and strengthening Catalyst's governance framework to enable its continued national and international impact.

IIT Mandi Catalyst, the first Technology Business Incubator (TBI) in the state of Himachal Pradesh, is a non-profit Section 8 company established at the Indian Institute of Technology Mandi (IIT Mandi). The incubator was set up with the initial support of the Department of Science and Technology (DST), Government of India, and has since received continued support from several key government bodies including the Ministry of Electronics and Information Technology (MeitY), Biotechnology Industry Research Assistance Council (BIRAC) under the Department of Biotechnology (DBT), Startup India under the Department for Promotion of Industry and Internal Trade (DPIIT), and the Department of Industries, Government of Himachal Pradesh under the Startup Himachal initiative. IIT Mandi Catalyst has also been selected as an Established Incubation Centre (EIC) by the Atal Innovation Mission (AIM), NITI Aayog, and receives support from various CSR partners. With a mission to strengthen the startup ecosystem in the Himalayan region and across the country, the incubator focuses on nurturing deep-tech and engineering-driven startups.

To know more, visit our website: www.iitmandicatalyst.in

Job Title	Company Secretary (CS)
Number of Positions	01
Location	Mandi, Himachal Pradesh
Company	IIT Mandi Catalyst

IIT Mandi Catalyst is looking for enthusiastic and resourceful individuals to be part of our growth story. Catalyst offers a unique set of opportunities for creativity, dynamism, and career growth.

Candidate Profile:

The Company Secretary (CS) will serve as a key governance and compliance officer at IIT Mandi Catalyst and will be responsible for ensuring that the organization operates within the framework of applicable corporate laws and regulatory requirements. The ideal candidate will possess in-depth knowledge of corporate law, exceptional attention to detail, and a proactive approach to regulatory and legal risk management. The Company Secretary will play a pivotal role in strengthening Catalyst's governance framework by ensuring timely filings, maintaining statutory records, and overseeing the legal and contractual aspects of the incubator's operations, including its interactions with startups, government bodies, and funding partners.

Key Responsibilities

1. Corporate Governance & Board Support

- Organize, attend, and record minutes of Board, General, and Committee Meetings.
- Draft and vet Board notices, agendas, resolutions, and minutes.
- Maintain statutory registers, records, and ensure timely filing of returns and resolutions with ROC/MCA.

2. Statutory Compliance (Companies Act, 2013)

- File annual returns and financial statements (e.g., MGT-7, AOC-4, DPT-3, DIR-3KYC, MSME Form I, etc.).
- Track regulatory updates and ensure timely compliance with applicable laws.
- Assist in drafting the Board's reports and declarations as required under the Act.

3. Legal & Contractual Support

- Vet legal documents and investment agreements related to incubated startups.
- Maintain legal documentation, contracts, and support audits and inspections.
- Maintain Cap Tables for investments (Pre- and Post-Investment Stake Analysis).

4. Policy & Process Management

- Develop and implement internal governance policies and practices.
- Ensure adherence to SOPs for corporate procedures and compliance documentation.

5. Liaison & Advisory

- Liaise with regulatory authorities such as the Registrar of Companies (ROC), NITI Aayog, DPIIT, MeitY, DBT, and others.
- Act as an advisor to the Board and senior management on compliance, corporate governance, and regulatory risk.

6. Qualifications & Experience:

- Qualified Company Secretary (CS) from the Institute of Company Secretaries of India (ICSI).
- Bachelor's degree in commerce, Law, or a related field; LLB preferred.
- Minimum 1 year of relevant experience, preferably in a Section 8 company or similar not-for-profit entity.
- Strong understanding of the Companies Act, 2013, governance frameworks, and startup ecosystem legalities.

7. Skills & Competencies:

- Thorough knowledge of MCA/ROC procedures and the e-filing system.
- Excellent drafting, communication, and interpersonal skills.
- High level of integrity, professionalism, and attention to detail.
- Ability to work independently and collaboratively in a dynamic environment.

8. Additional Information:

- This is a full-time role (Onsite or Remote, or Hybrid)

For any questions, email us at: hr@iitmandicatalyst.in

Note: All applications will be routed through the application links provided in the advertisement. Email us only in case of questions.