



आईआईटीआई दृष्टि सीपीएस फाउंडेशन, भारतीय प्रौद्योगिकी संस्थान इन्दौर
खंडवा रोड, सिमरोल, इन्दौर – 453 552, मध्य प्रदेश, भारत
IITI DRISHTI CPS Foundation, Indian Institute of Technology Indore
Khandwa Road, Simrol, Indore - 453 552, Madhya Pradesh, India

CIN: U73100MP2020NPL054322

IITI DRISHTI CPS FOUNDATION
(A Section 8 - Not for Profit Company)

Advt. No. – IITI-DRISHTI-CPS/Sec-8/2025/07

Date: 04 April 2025

IITI DRISHTI CPS Foundation (DRISHTI CPS in short), a Technology Innovation Hub (TIH) established at IIT Indore under the aegis of National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) is working along the technology vertical of System Simulation, Modelling and Visualization. DRISHTI CPS is committed to fostering technology development and commercialization, skill development, startups support, and employment creation in the field of Cyber-Physical Systems. More details about the company are available at: <http://drishticps.iiti.ac.in/>

Job Title: Company Secretary

Job Location: IIT Indore

Key Responsibilities

- 1. Board Support:** Assist in organizing and preparing materials for board meetings, including agendas, minutes, and resolutions. Coordinate board and committee meetings and follow up on action points.
- 2. Company Administration:**
 - Oversee corporate record-keeping, including maintaining the company's registers, records, and corporate documents.
 - Handle correspondence with regulatory bodies for company's registered office.
- 3. Legal Compliance:**
 - Monitor changes in relevant laws and regulations and advise the board and management on compliance issues.
 - Maintain statutory registers and filings with regulatory authorities.
- 4. Shareholder Relations:** Act as a point of contact for shareholders, facilitating communication and addressing queries or concerns. Coordinate shareholder meetings and the voting process.



5. Legal support in Strategic Growth:

- Provides legal support in strategic transactions such as investment in startups, exits, acquisitions, deal structuring and execution etc.
- Conduct due diligence of startups & verifies legal, financial, and business aspects of startups before & after funding. Also maintain documentation related to regulatory filings & ensures compliance of regulatory & statutory provisions by incubated startups.
- Drafting & vetting investment & grant agreements, shareholding terms and other MoUs.
- Structuring fund disbursements & tracking fund utilization.
- Protects incubator's interests in strategic transactions.

6. Risk Management:

- Assess and mitigate legal and regulatory risks faced by the company.
- Develop and implement policies and procedures to ensure effective risk management and compliance.

7. Corporate Secretarial Duties:

- Ensures adherence to ROC, SEBI, FEMA, MCA, RBI and taxation laws.
- Ensures proper conduct of general meetings, including annual general meetings (AGMs), and prepare and distribute meeting notices and related documents.
- Assist in Corporate Social Responsibility compliances, adherence to regulatory provisions, policies, implementation, outcomes, transactions & reporting.

8. Ethical Conduct: Promote ethical conduct and integrity within the organization.



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Qualifications & Experience

- **Education:** Company Secretary from ICSI
- **Experience:** Minimum 2+ years
- **Preference:** Candidates based in Indore will be given preference.

Compensation: As per Industry Standards

Interested candidates may [click here](#) to submit the application.

Only shortlisted candidates will be called for a written test/interaction/interview. Mere fulfillment of the eligibility criteria does not entitle an applicant to be shortlisted. All the applications will be thoroughly evaluated for suitability with the company's requirements. The company reserves the right to not fill up /cancel the post advertised without assigning any reason. In the case of selection, the role will be finalized by the selection panel and the decision will be binding. The position is contractual, full-time in nature and subject to periodic performance reviews.