

Applicants are required to appear for **Virtual Interview** with prior intimation to [hr@kiht.in](mailto:hr@kiht.in) before **23<sup>rd</sup> February 2026**. Kindly send your profile with educational certificates, pay-slips for the recent three months, experience certificates and other documents. Shortlisted Applicants will be intimated over email with interview dates (**04.03.2026, 05.03.2026, 06.03.2026 and 07.03.2026**) along with the virtual link on or before **2<sup>nd</sup> March 2026**.

**Consultant – Company Secretary (Admin)**

**Terms of Reference:**

1. Preparation and issuance of Notices and Agendas for Board, Committee and General Body Meetings.
2. Organizing and conducting meetings in compliance with statutory and procedural norms.
3. Drafting, circulating and finalizing Minutes of meetings, ensuring timely signature and proper record maintenance.
4. Preparation, compilation and filing of relevant documents with statutory authorities (ROC, District Registrar, GST, etc.).
5. Securing approvals from the Board of Directors / Governing Body as applicable.
6. Liaising with statutory and regulatory authorities including GST and Income Tax Departments.
7. Collecting necessary documents and information from Incubatees and SPOCs for compliance and application processes.
8. Drafting and coordinating review of agreements, MoUs and legal documents with Management.
9. Preparing and filing applications for:
  - Company Name Reservation
  - Digital Signature Certificate (DSC)
  - Director Identification Number (DIN)
  - Company Incorporation with ROC
  - PAN, TAN
  - GST Registration and other applicable licenses
10. Preparation and filing of documents related to Society formation including Name Reservation, Registration with District Registrar, PAN, TAN, GST and Trade Licenses.
11. Filing statutory forms and returns including DIR-3 KYC, DPT-3 and other ROC filings for Group Companies.
12. Preparation of Share Certificates, Share Transfer Forms, Debenture Certificates and other related instruments.

**Eligibility:**

1. Qualified Company Secretary (ACS) from the Institute of Company Secretaries of India (ICSI). Additional qualifications in Law or Commerce will be an added advantage.

2. Minimum **3 – 5 years** of relevant experience in corporate secretarial functions, preferably in a company / Section 8 organization.
3. Strong knowledge of Companies Act, Societies Registration Act, GST Laws, Income Tax and ROC filings.
4. Proficiency in drafting resolutions, agreements, legal notices and statutory documents.
5. Working knowledge of MCA21 portal, GST portal and filing procedures.
6. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
7. Strong written and verbal communication skills.
8. Ability to coordinate with internal and external stakeholders including regulators.
9. High level of integrity, confidentiality and discretion.
10. Ability to handle multiple assignments and statutory timelines effectively.
11. Willingness to travel as per organizational needs.
12. Age preferably up to 35 years