



**IIM Lucknow Enterprise Incubation Centre**  
**INDIAN INSTITUTE OF MANAGEMENT LUCKNOW**

*NOIDA Campus @B1, Institutional Area, Sector 62, NOIDA- 201307*

**VACANCY NOTIFICATION**

**(CALL FOR APPLICATIONS)**

**Subject – Recruitment for the position of Assistant Manager-Investment for IIML- EIC:**

IIML-EIC is hosted by IIM Lucknow supported by NSTEBD, DST, GOI and UP Government.

IIML- EIC invites applications from the interested and eligible candidates for the selection of one position of **Assistant Manager- Investment** initially for a period of 1 year contract, further extendable as per the need and policy of the IIML- EIC.

The details are as follows-

**Post- Assistant Manager-Investment**

***Job Description & Key Responsibilities***

- Analyze & evaluate term sheets and JV/ shareholders agreement(s)
- To assist the team and portfolio startups in compliance with all the statutory requirements as per companies Act 2013/1956
- Strong understanding of MCA21 e filings
- Able to Draft, vet and negotiate all types of agreements including MOUs, terms sheets etc
- Provide inputs to the team & startups on SEBI Regulations including SEBI, FEMA, RBI Compliances and other compliances
- Well versed with various corporate restructuring process & documentation
- Provide input on legal due diligence and various audit process for overall Startup Investment Process
- To assess & evaluate startups to complete end-to end management of the internal & external funds
- Analyze financial statements, forecasts and funding requirements of startups.
- Most important, should fit into the team behaviorally, technically, culturally while maintaining a high standard of ethics.

***Skills & Knowledge Requirements:***

- Graduate with Company Secretary (CS)/ CS(Inter). Possessing L.L.B. degree will be an added advantage.
- 0 - 1year experience in the field of corporate secretarial, legal, statutory compliances and corporate affairs
- Well versed with labour law compliances
- Knowledge in the area of the Startup Investment Process, financial modeling, due diligence & negotiation skills will be an added advantage

***Compensation:***

In the scale of total remuneration between INR 30,000-40,000 (all-inclusive) with break up available with incubator as per IIML- EIC's policy. Additionally, medical insurance, mobile reimbursement and other benefits for the executive as per policy of the Incubator.

**General Conditions**

- Submit your application using the below link:
  - LINK: [CLICK HERE](#)
- Last date of submitting online application is 20<sup>th</sup> July'23 before 5:30 PM
- All the received applications for the said post will be shortlisted and only the shortlisted candidates will be invited through e-mail to appear in the interview on the scheduled date and time.
- The candidates have to produce their bio-data along with a set of photocopies in support of their educational qualifications, experience etc. at the time of the interviews. They should also bring all testimonial in original for verification purpose.
- There will be multiple rounds of interviews as deemed appropriate by the management.
- No TA/DA or any other incidental expenses will be reimbursed for attending the interview.
- Initial appointment will be for 1 year on contract renewable further subject to satisfactory performance of the incumbent and need of the IIML-EIC.
- The compensation will be decided out depending on qualification, experience, last drawn salary and relevant factors.
- Candidates are advised to visit the website of IIM Lucknow ([www.iiml.ac.in](http://www.iiml.ac.in))/ ([www.iimlincubator.com](http://www.iimlincubator.com)) regularly for updation, amendments and corrigenda (if any). It will be placed on Institute website only.
- IIML-EIC reserves the right not to fill the above position, if it desires so.
- Canvassing in any form will be a disqualification.

**MD, IIML- EIC**  
**Indian Institute of Management- Noida Campus B-1, Institutional Area,**  
**Sector-62, Noida**