Position Title: Startup Associate
Location: IIT Tirupati Navavishkar I-Hub Foundation (IITTNiF)
Employment Type: Ad-hoc (12-month contract including 3 months probation)
Reporting To: Startup Manager
Working Days: Six days a week (Monday to Saturday)
Office Timings: 9:00 AM – 5:30 PM
Created by:

Role Overview

The Associate will provide operational, analytical, and relationship-management support to the IITTNiF Startup team. The role involves coordinating incubation programs, supporting portfolio startups, managing stakeholder interfaces, and ensuring timely execution of functional deliverables. The ideal candidate is detail-oriented, possesses strong communication skills, and demonstrates a deep interest in innovation and entrepreneurship.

Key Responsibilities

Program Support & Startup Engagement

- Facilitate end-to-end execution of incubation and acceleration programs.
- Assist in screening, evaluating, and onboarding startups
- Serve as a point of contact for incubated startups and ensure timely support and escalation management.
- Monitor startup performance metrics and maintain updated records on program management systems.

Operational Excellence

- Execute day-to-day administrative and operational activities of the incubation center.
- Ensure adherence to internal processes, reporting guidelines, and compliance requirements, particularly for government-funded initiatives (e.g., Startup India, DST, MeitY, MSME programs).
- Manage coordination related to facility usage, co-working spaces, equipment, and resource scheduling.

Stakeholder & Ecosystem Coordination

- Support relationship management with mentors, investors, corporate partners, academic institutions, and industry bodies.
- Coordinate meetings, review sessions, knowledge-sharing forums, and ecosystem outreach activities.
- Prepare reports, dashboards, presentations, and documentation for leadership and external stakeholders.

Marketing, Communication & Outreach

- Contribute to content development for digital platforms, newsletters, and success stories.
- Assist in planning and executing corporate communication initiatives that enhance the visibility of the incubation center and its portfolio startups.
- Support planning and execution of events such as demo days, hackathons, workshops, and partner engagements.

Research & Strategic Initiatives

- Conduct research on market trends, emerging technologies, and sector-specific startup opportunities.
- Support preparation of proposals, grant applications, program reports, and strategic documents.
- Assist in internal projects aimed at improving incubation processes and strengthening ecosystem presence.

Qualifications & Experience

- Bachelor's/ Master's degree in Engineering, Business, Sciences, or related fields.
- 2–5 years of professional experience, ideally in startups, incubators, accelerators, consulting, innovation cells, or corporate strategy roles.
- Strong analytical, coordination, and communication skills.
- Proficiency in MS Office / Google Workspace; familiarity with CRM or project management tools and Canva is an advantage.

Position Title: Company Secretary - <mark>Startups/Entrepreneurship</mark>

Location: IIT Tirupati Navavishkar I-Hub Foundation (IITTNiF)
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Role Overview

The Company Secretary will support the Technology Innovation Hub's legal, statutory, documentation, and governance functions. The role involves maintaining compliance for the incubator and its portfolio startups (where applicable), preparing proposals and official documentation, coordinating statutory filings, managing board/committee processes, and ensuring adherence to regulatory guidelines.

Additionally, the CS will contribute to operational tasks, drafting proposals for grants and government programs, and performing documentation and administrative activities as required. The ideal candidate is detail-oriented, highly organized, skilled in drafting, and able to work in a dynamic startup ecosystem environment.

Key Responsibilities

1. Statutory, Legal & Compliance Management

- Make startup incubation, grant, investment and other agreements.
- Ensure compliance with Companies Act, 2013, applicable rules, and other regulatory frameworks relevant to incubators.
- Manage incorporation, secretarial compliance, and filings for the incubator and supported startups (where applicable).
- Maintain statutory registers, documentation, meeting minutes, resolutions, and related records.
- Coordinate with auditors, legal advisors, and regulatory bodies.
- Ensure accurate and timely MCA filings, board resolutions, and adherence to internal governance requirements.

2. Documentation, Proposals & Reporting - Startups & Entrepreneurship

- Draft, review, and vet startup incubation–related proposals, grant applications, concept notes, and official submissions in line with statutory, governance, and funding-agency requirements for entrepreneurship and innovation programs.
- Prepare, examine, and maintain legally compliant MoUs, incubation agreements, founder undertakings, partnership contracts, IP-related documentation, and other agreements governing relationships with startups, mentors, investors, corporates, and ecosystem partners.
- Ensure accurate preparation and timely submission of monthly, quarterly, and annual reports capturing incubation activities, startup onboarding and exits, compliance status, fund utilization, and impact metrics for internal leadership, Board review, and external stakeholders.
- Develop, standardize, and maintain documentation templates, SOPs, statutory checklists, and compliance trackers specific to startup incubation, acceleration programs, grant utilization, and governance reporting.
- Support formulation, review, and periodic updating of incubator policies, startup engagement frameworks, governance guidelines, partnership policies, and operational manuals to ensure alignment with corporate law, government grant conditions, and best practices in the startup ecosystem.
- Act as custodian of all startup-related legal and statutory documentation, ensuring audit readiness, version control, and secure record maintenance in accordance with regulatory and governance standards.

3. Program & Operational Support

- Assist in operational activities of the incubation center, including documentation for startup onboarding, agreement execution, and compliance tracking.
- Coordinate with startups for compliance support, document verification, and statutory updates.
- Maintain program management systems, trackers, and documentation repositories.
- Support event planning (demo days, workshops, reviews) through coordination and documentation.

4. Stakeholder & Ecosystem Coordination

- Liaise with mentors, investors, government agencies, academic bodies, and corporate partners for compliance, documentation, and proposal submissions.
- Coordinate board meetings, agenda preparation, minutes drafting, and follow-up actions.
- Maintain communication logs and ensure professional relationship management.

5. Research & Strategic Support

- Conduct research on statutory changes, government schemes, startup policy updates, and grant opportunities.
- Support leadership in preparing strategic documents, incubator policies, and compliance frameworks.
- Assist in benchmarking best practices for incubator governance and documentation systems.

Qualifications & Experience

- Qualified Company Secretary (CS) from ICSI (mandatory).

- 1–3 years of experience; experience in startups/incubators/consulting/legal firms is an advantage.

- Strong drafting, documentation, and compliance skills.

- Familiarity with MCA filings, board processes, and statutory documentation.

Proficiency in MS Office / Google Workspace; experience with proposal drafting tools preferred.