



**K-AgTech LaunchPad**  
Transforming Rural Future

No:Esst/No-KALP-003

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## **NOTIFICATION**

**K-AgTech LaunchPad**

College of Agriculture, Vellayani, Thiruvananthapuram

### **Notification for the Appointment of Company Secretary**

K-AgTech Launch Pad, a rural agri-tech business incubator supported by NABARD's Gramya Vikas Nidhi and hosted by the College of Agriculture, Vellayani under Kerala Agricultural University, invites applications for the post of Company Secretary on a contractual basis.

#### **About the Incubator**

K-AgTech LaunchPad: Transforming rural future is a KAU- NABARD-WSU initiative and is Kerala's leading platform for nurturing innovative agri-startups and enterprises in agriculture and allied sectors. It operates under NABARD's Rural Business Incubation framework with support from the university and other stakeholders, aiming to transform rural entrepreneurship.

### **Notification for Engagement of Company Secretary (Honorarium Basis)**

K-AgTech LaunchPad (Section 8 Company under Kerala Agricultural University), invites applications from qualified professionals for engagement as Company Secretary on an honorarium basis to support statutory compliance and corporate governance functions of the organisation.

#### **Eligibility**

- Member of the Institute of Company Secretaries of India (ICSI)
- Experience in handling company law compliance; exposure to Section 8 companies will be an added advantage

#### **Key Responsibilities**

- Ensuring compliance with the provisions of the Companies Act, 2013 and applicable rules
- Assisting in convening Board Meetings and preparation of notices, agenda, minutes, and resolutions
- Maintaining statutory registers and ensuring timely filings with regulatory authorities
- Advising on corporate governance, legal, and compliance matters



[www.kagtechlaunchpad.com](http://www.kagtechlaunchpad.com)



[info@kagtechlaunchpad.com](mailto:info@kagtechlaunchpad.com)

## Nature of Engagement

- Honorarium basis
- Part-time / need-based engagement

## How to Apply

Interested candidates may send their detailed CV along with supporting documents to The Director, K-AgTech Launchpad, at [info@kagtechlaunchpad.com](mailto:info@kagtechlaunchpad.com)



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Kerala Agricultural University



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