



Job Description: Legal Associate

Experience Level: 1–2 Years

Location: Hyderabad, Telangana

Reporting To: Legal Counsel

Employment Type: Full-Time

About IKP Knowledge Park

IKP Knowledge Park (IKP) is a leading science park and incubator dedicated to advancing cutting-edge R&D in India. We have a pioneering legacy of more than two decades of nucleating and nurturing life sciences and engineering innovation. We focus on sectors like biotech, health tech, and agri-tech, helping innovators move from the lab to the real world. By partnering with government, industry, non-profits, academia and investors, we create a supportive environment for startups and SMEs to thrive and grow. Our work is centred at our 200-acre park in Genome Valley Hyderabad and our Bengaluru maker space (IKP EDEN at Koramangala, Bengaluru), reaching across India and the world through various innovation programs and services. We are at the cusp of next phase of growth which is founded in our belief that science and technology are key to shaping a better tomorrow through deep & expansive societal impact. More at <https://ikpknowledgepark.com/>

The Role

We are looking for a Legal Associate to join the legal function, handling contract documentation, compliance tracking, and regulatory coordination. This role suits a law graduate early in their career who wants hands-on exposure across corporate, commercial, IP, and regulatory work.

Key Responsibilities

Contract Support & Documentation

- Support basic documentation checks on standard contracts, NDAs, and routine agreements for completeness and consistency.
- Draft and help build basic contract templates, checklists, and clause libraries for routine agreements.
- Organize and maintain contract documentation and paperwork with vendors, clients, and partners; identify and flag deviations from standard templates.

Legal Tracker & Reporting

- Maintain the legal tracker covering contracts, notices, deadlines, and disputes.
- Prepare periodic status reports and updates from the legal desk for management and stakeholders.
- Draft demand notices and routine reminder letters for receivables, and prepare responses to statutory notices.



Regulatory & Compliance Coordination

- Conduct legal research on corporate, commercial, and regulatory matters and prepare notes and summaries.
- Track compliance deadlines and filings, and flag upcoming requirements.
- Build working knowledge of revenue laws pertaining to Telangana and other applicable state/central regulations relevant to the business.
- Coordinate with external legal counsel, consultants, and regulatory authorities for follow-ups, filings, and documentation.
- Coordinate with internal teams to gather information and inputs needed for legal and compliance matters.

IP Coordination

- Coordinate IP-related documentation and filings with inventors, industry partners, and external IP firms under IKP's TTO project.

Required Qualifications

- LL.B. / B.A. LL.B. (Hons.) from a recognized university.
- 1–2 years of relevant experience in corporate, commercial, or contractual law — in-house, law firm, or IP practice background welcome.
- Basic familiarity with contract documentation and the contract lifecycle (drafting basic templates, tracking, and filing); prior experience reviewing, vetting, or negotiating contracts is not required.

Preferred Experience & Interests

- Exposure to or interest in data privacy matters as part of your broader legal experience.
- Academic background or genuine inclination to learn Intellectual Property law, even without prior hands-on IP experience.
- Interest in or exposure to the innovation and startup ecosystem.

Skills & Competencies

- Strong drafting and legal research skills, with attention to detail; comfortable drafting basic contract templates and routine agreements.
- Basic working knowledge of corporate laws, contract law, and commercial regulatory frameworks.
- Sound judgment in handling routine legal and documentation matters, with the ability to recognize when an issue is complex or high-risk.
- Good written and verbal communication skills for stakeholder coordination.
- Ability to multitask, prioritize, and manage timelines for assigned matters.
- Proficiency in MS Office (Word, Excel, PowerPoint); familiarity with legal tracking tools is a plus.

**What We Offer**

- A collaborative environment that encourages teamwork, knowledge sharing, and cross-functional engagement.
- Broad, hands-on exposure across corporate, commercial, IP, and regulatory work.
- Room to build breadth and take on greater ownership as you grow.

To apply:

Email your resume and portfolio/proof of work to careers@ikpknowledgepark.com by mentioning subject line as CV for Legal Associate at IKP before September 20, 2026 Please note that applications will be reviewed on a rolling basis.

We encourage you to apply early, as the position may be filled before the deadline.