



Eligibility and Responsibilities

Assistant Manager / Manager – AIF Compliance

Experience	Qualification	Location	Key Responsibilities
1 – 2 years	Qualified CS	Mumbai	- Handle AIF compliances. - Assist fund managers in compliance reporting. - Review AIF compliance reports and reports to SEBI. - Coordinate with legal & operations teams. - Prepare reports and track updates.

CS Trainee

Experience	Qualification	Location	Key Responsibilities
Fresher	Semi-Qualified CS	Mumbai	- Assist fund managers in compliance reporting. - Review compliance reports. - Liaise with legal & operations teams. - Prepare reports and track updates. - Ensure timely regulatory compliance.

Business Development Manager / Executive

Experience	Qualification	Location	Key Responsibilities
2 – 3 years	Graduate / MBA	Mumbai / Chennai / Bangalore / Hyderabad	- Manage documentation and execution. - Lead generation and sales. - Handle administrative and clerical operations. - Manage data processing and ensure accuracy. - Strong communication skills.

Senior Manager – Legal and Compliance (Non-Litigation)

Experience	Qualification	Location	Key Responsibilities
2 – 4 years	LLB	Mumbai	• Liasson with clients, Law firms Drafting & Vetting of Transaction Documents for various • kinds of Secured / Unsecured Borrowings of Corporate clients. • Compliance with SEBI Debenture Trustee Regulations, LODR, IRDS and related Laws. • Ensuring execution and closure of Transaction and Security Documents. • Confirming Conditions Precedent and Conditions Subsequent as per the Transaction Documents. • Ensuring that transaction documents as well as Title documents are deposited in safe custody and issuing Custody Confirmation Letters. • Ensuring the charge is validly created as per the Transaction Documents • Monitoring of charged securities and ensure compliance of financial covenants from time to time • Advise clients on various regulatory compliances and regularly uprise Team and clients on regulatory updates

Executive Assistant to ED

Experience	Qualification	Location	Key Responsibilities
2 – 4 years	MBA / M. Com	Mumbai	• Provide high-level administrative support to the MD. • Coordinate meetings, schedule appointments, and handle communications. • Manage confidential documents and business reports.

			• Liaise with internal departments and external stakeholders. • Prepare presentations, reports, and manage data efficiently. • Assist in decision-making by gathering and analyzing key information. • Handle day-to-day office operations ensuring smooth workflow.
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RIET and InvIT Manager

Experience	Qualification	Location	Key Responsibilities
2 – 4 years	B. Com / M. Com with Professional Qualification	Mumbai	• Manage operational processes for InvIT, including registration of Trust Deed, PAN/TAN application, bank/DP account opening, custodian account opening, and ISIN creation. • Facilitate the appointment of Investment Managers, Valuers, Tax Consultants, and Auditors. • Coordinate with various stakeholders like Investment Managers, Project Managers, Custodians, Merchant Bankers, and Auditors. • Understand and manage compliance for filing offer documents, subscriptions, refunds, allotments, and securities listing. • Oversee unit holders' meetings and ensure InvIT trustee compliance with SEBI regulations.

AVP / VP – Debenture Trustee

Experience	Qualification	Location	Key Responsibilities
5 – 10 years	Relevant Experience	Mumbai	• Manage the DTST team and ensure compliance with SEBI regulations and guidelines. • Monitor interest payments & redemptions.

			• Advise issuers on compliance and documentation procedures. • Safeguard debenture holders' interests, manage NSDL-related work, and ensure compliance with Debenture Trustee (DT) regulations. • Issue NOCs, confirmation notices, and manage client communications. • Oversee charge creation, modification, and satisfaction on corporate assets.
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Senior Business Development Manager

Experience	Qualification	Location	Key Responsibilities
4 – 10 years	MBA Finance / Marketing	Mumbai / Hyderabad / Delhi	• Develop and execute marketing and brand-building initiatives. • Organize events and presentations to promote Vardhman Trusteeship. • Manage social media engagement and updates. • Understand funds, capital markets, and financial products. • Maintain relationships with clients and address their needs. • Identify and research new market opportunities. • Collaborate with internal teams for cross-selling opportunities. • Coordinate with debt syndication firms, legal teams, and clients for documentation and product development.

Manager – Debenture Trustee

Experience	Qualification	Location	Key Responsibilities
5+ years	CS / LLB	Mumbai	• Managing team of DTST • Ensure that all relevant SEBI Regulations & Guidelines are adhered to monitor interest payments & redemptions on a timely basis.



			• Advise and ensure that Issuers comply with all requisite documentary and other procedures for creation of the stipulated security. • Safeguard interests of debenture holders by creation of stipulated security, sustained monitoring of adequacy of asset coverage and compliance with terms of Information Memorandum. • NSDL work related to Pass through certificates, Debentures & NCDs. • Following up with NSDL & stakeholders for the above. • Compliance with SEBI Debenture Trustee (DT) Regulations and Related Laws. • Issuing NOCs, Lending confirmation notices, Conditions Precedent Compliance letters, Custody confirmation & Security Confirmation Letters and managing all professional correspondence with clients on a regular basis catering to their requirements. • Creation, modification, satisfaction of appropriate charges on the assets of the corporates, i.e. mortgage, hypothecation etc. • Monitoring of security/security cover and financial covenants along with its compliance. • Carrying out day-to-day operations of Trusteeship business
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Manager – Security Trustee

Experience	Qualification	Location	Key Responsibilities
2 – 8 years	LLB	Mumbai	• Issue our Consent letter. • Vetting of transaction documents. • Execution of documents.



			• Hold the Transaction documents and Title Deeds of the transaction. • Create and Perfect Security on behalf of the lenders. • ROC Form filing & CERSAI Filing. • Issuing Custody Confirmation Letter for Holding Transaction Documents/Title Deeds in our custody.
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Senior Business Vice President

Experience	Qualification	Location	Key Responsibilities
5+ years	MBA Marketing	Chennai / Bangalore / Delhi / Mumbai / Hyderabad	• Maintain fruitful relationships with clients and address their needs effectively • Research and identify new market opportunities • Collaborate with team and identify cross market of products • Liaison with Clients with a Business Development objective in areas of Corporate Trusteeship Products (debenture trustee, security trustee, securitization trustee, share pledge trustee, AIF Trustee, employee welfare trustee services, escrow agent, facility agent, safe keeping) • Acquisition of new clients and developing existing relationships to meet revenue /recovery target • Liaison with Debt Capital Market, Syndication Team and Banks for corporate trusteeship opportunities • Working in close association with debt syndication firms & legal teams of clients for completion of transaction documentation • Part of the new initiatives team for product development and enhancement with special emphasis on structured deals to increase revenue growth