



Guru Gobind Singh Indraprastha University
“A State University established by the Govt. Of NCT Delhi”
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/_582

30th May 2023

Sub. Placement opportunity for LLM/LLB students of GGSIP University passing out in the year 2023 in the company “Orbis Financial Corporation Limited”

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for LLM/LLB students of GGSIP University passing out in the year in the company “Orbis Financial Corporation Limited” for your reference and circulation to students to apply on given link by **1st June 2023**:

Registration Link – <https://forms.gle/Rj7QdaJ82dy2wSgT8>

Name of Company – Orbis Financial Corporation Limited

Eligibility – Students of LLM/LLB passing out in 2023 having CGPA above 7.0 or equivalent.

Requirements – The candidate should be presentable and punctual for the interview sessions and students with excellent communication and good spoken & written English language will be preferred.

Number of Positions – 10 best candidates for the different roles and responsibilities.

Nature of Job – Full Time

Job Location – Gurgaon

Remuneration Bracket – INR 3.00 to 6.00 LPA

Bond – 20 Months (Eligible for PMS & Bonus and other benefits as well).

Please find attached JD for more information.

LAST DATE FOR REGISTRATION IS 1st June 2023.

(Ms. Nisha Singh)
Training and Placement Officer,
CCGPC, GGSIP University

Brief about the company:

Orbis is an established Financial Market Intermediary, providing Securities Services since 2009 to Domestic & Foreign Institutional Investors, Corporates, and High - Net Worth Individuals amongst others. As a Custodian of Securities, Orbis is registered with SEBI as a Designated Depository Participant (for Foreign Portfolio Investors), a Clearing Member on NSE, BSE, and MSEI in a variety of segments as also being a Depository Participant on the NSDL & CDSL. Our strength lies in being able to 'Secure Investors' by providing focused and customized solutions to our clients.

Leveraging on our consistent growth and given our longstanding presence in the Capital Markets, we have recently diversified into Registrar and Share Transfer Agency (RTA) and Trustee Business. With these new business segments, we believe we will create a portfolio of aggressive drivers of future growth; which aligns with our business goals.

To support our business diversification, we are seeking talented individuals with relevant experience in Financial Services Industry to join us.

Company Info

Website- <https://www.orbisfinancial.in/>

Address- 4th Floor, 4A Ocus Technopolis, Golf Club Road Sector 54, Gurgaon 122002

Job description

Trusteeship – LLM/LLB or Company Secretary

Responsibilities and Duties

- Develop and lead the legal and or compliance strategy across the business and act as a key point of contact regarding any business legal or compliance matters
- Liaise with government departments and regulatory authorities to obtaining necessary sanctions and ensure a timely and effective legal solution to all issues faced by the organization
- Drafting and vetting of documents and agreements related to Debenture issuances, Private Equity & Venture Capital Funds, alternate investment fund and other funds, and other products
- To advise internal management on various regulatory and legal issues and assist in developing internal policies in line with Compliance needs
- Responsible for day to day legal activities and monitoring
- Review and provide legal advice on documents, agreements, etc
- Review ongoing cases and advise management accordingly
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken
- Provide legal protection and risk management advice to management
- Review progress of outstanding litigation and liaise with and manage external lawyers
- To conduct research relating to transactions that are hit by FEMA and SEBI, RBI, Companies Act, Indian Contract Act, and other statutes
- Provide training for staff on an ongoing basis, particularly on any relevant changes in laws and regulations

Desired Candidate Profile

- The candidate should have exposure to commercial, trust, fund, and banking laws
- Demonstrate an ability to interpret regulatory requirements and assess operational Compliance with those requirements
- Possess strong analytical, problem-solving, and communication skills
- Have strong interpersonal, analytical, and influencing skills, with the ability to establish credibility and build strong and effective partnerships to work with the broader compliance teams
- Thorough understanding of legal nuances of Trustee company's operations, procedures, etc
- Have an investigative instinct and analytical mindset and have demonstrated these qualities in previous roles
- Excellent project management skills in order to manage the delivery of the testing program
- Demonstrate clear and concise communication, presentation, and report writing skills
- Have good organizational skills, with an ability to manage and prioritize deliverable in order to meet deadlines as required
- Able to identify and escalate issues timely and appropriately
- Be able to work independently with minimum supervision and be self-motivated
- Ability to work under pressure, prioritize and respond to business needs and goals
- Able to demonstrate and provide a commitment for a long-term career

- Good knowledge of interpretation of law
- Impeccable understanding of business
- In-depth knowledge of finance
- Good to excellent communication skills
- Networking skills
- Interpersonal skills

Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise
- Participating in working groups outside of Board meetings

Qualification

- Ideal candidates must be qualified CS or LLB (would be added advantage)

Key Skills

Financial Services, Legal Advice, RBI, SEBI, Companies Act, FEMA, Litigation, Agreements, Legal Issues, Contract Act

Accuracy, Speed, Eye for detail considered critical for this position.

Role –

Industry Type - Banking, Financial Services, Broking

Functional Area - Legal, Regulatory, Intellectual Property

Employment Type - Full Time, Permanent

Role Category – Company Secretary

Annual Salary Range- Between 3 to 6 LPA

Location - Gurgaon

Educational Qualification – Certified CS or LLB/LLM