

Role Description for: - Management Trainee Enforcement

Group Company: NATIONAL STOCK EXCHANGE OF INDIA LIMITED

Designation: Management Trainee (NSE_SEC_REGENF_03_DMGR)

Office Location: Exchange Plaza, Bandra Kurla Complex, Bandra East Mumbai (Head Office)

Position description:

I. Purpose of the role:

Drafting documents viz. show-cause notice/letter of observation/order/agenda/one pager/personal hearing letter/action letter/action sheet, Analysis of reply to show-cause notice/letter of observation/review request, engaging in delisting – enforcement activities, preparing and filing of STR data, preparing data - internal data/SEBI data/internal audit data/NCL data/ listing data, resolving queries of Trading Members regarding disciplinary actions, coordinating with the legal team on litigations and other miscellaneous works.

II. Key Responsibilities (This should reflect the process/sub-process in which the position plays a role and specifically indicate the actions to be taken. Please include a maximum of 8 key responsibilities).

Sr. No.	Key Responsibility	Descriptive Parameters
1.	Cases to be placed before the Internal Committee/MCSGFC for initiating disciplinary against the Trading Members for violations observed during inspection	i. Drafting the letter of observation/show-cause notice based on the inspection reports received from Inspection Department. ii. Coordinating with the Inspection Department in case of

		<p>discrepancies/clarifications in inspection reports.</p> <p>iii. Analyzing the replies to the letter of observation/show-cause notice.</p> <p>iv. Drafting the action sheets based on analysis of the reply to the letter of observation/show-cause notice for placing the Internal Committee.</p> <p>v. Drafting the agenda/one pager/minutes.</p> <p>vi. Drafting the action letter/orders intimating the decision of the MCSGFC to the Trading Members.</p>
2.	Review applications/appeals filed by Trading Members	<p>i. Analyzing the review request received from Trading Members</p> <p>ii. Coordinating with Trading Members for additional details/clarifications</p> <p>iii. Coordinating with the legal team on court cases filed by Trading Members challenging the decisions of the MCSGFC</p>
3.	Member queries and regulatory compliance	<p>i. Resolving the queries of Trading Members on the disciplinary actions decided by the Committee</p> <p>ii. Verifying the requests from SEBI /EOW and providing the data</p>
4.	Delisting - Enforcement related activities	<p>i. Drafting the agenda and minutes</p> <p>ii. Coordinating with the Listing Department and handling queries received from listed companies</p>

		iii. Issuing show-cause notice to listed companies
5.	Collating data for SEBI /Internal Auditors	<ul style="list-style-type: none"> i. Compiling/Collating data requested by SEBI and/or Internal Auditors from time to time. ii. Reporting compliance of providing the information sought by Regulators/Auditors. iii. Contributing in the Automation and Development of MIS systems
6.	Miscellaneous works	<ul style="list-style-type: none"> i. Intimating Finance & Accounts on the penalties to be collected from Trading Members ii. Preparing and filing of STR data iii. Submitting the NOC and the status report every month iv. Tracking Internal Committee direction v. Uploading the details of the meeting in the system vi. Printing agendas and minutes vii. Preparing data - internal data/SEBI data/internal audit data/NCL data/ listing data

Note: Additional responsibilities may be added from time to time depending on organizational requirements.

III. Key attributes of the role

Revenue (range) -	Direct/Indirect -	Range -
Budget (range) -	Approver/User -	Range -

Number of people managed:		
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IV. Performance Measures

Sr. no.	Performance Measures	
1.	Business and Finance A. Strategic B. Departmental	
2.	Customer Focus (Internal and External)	Customer satisfaction index
3.	Operational Efficiency and Cost	Adhering to the defined SLA and improving the accuracy
4.	Progress through People	Team building
5.	Regulatory Relationship	Accuracy and timely replies to regulator's queries
6.	Business Excellence	New initiatives

V. Collaboration – Internal & External

Internal Stakeholder	External Stakeholder
Committee Members	Trading Members
Surveillance/ Investigation Department	Regulators like SEBI/ EOW/ MOF etc.
Investor Services Cell	
Legal & Secretarial	
Regional Offices	
IT Development	

VI. Role Holder Requirements

Educational Qualifications	Essential – CS/CA/MBA/LLB
Role Requirements	<ul style="list-style-type: none"> • Knowledge of financial and capital markets • Knowledge of statutory requirements applicable to the financial markets

	<ul style="list-style-type: none"> • Experience of attending proceedings before Disciplinary Authority of Stock Exchanges, Securities Appellate Tribunal etc. • Excellent analytical skills • Strong interpersonal skills • Presentation skills
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Primary Responsibilities:

- Same as above

Reporting Team

- **Reporting Designation:** Vice President (NSE_SEC_REGENF_03_VP2)
- **Reporting Department:** Enforcement (NSE_REGENF)

Educational qualifications preferred

- Category: Bachelor's Degree, Master's Degree, Professional Course
- Degree: Bachelor of Laws - LLB, Master of Business Administration - MBA, Chartered Accountancy - CA, Company Secretary-CS

Required Competencies:

- Knowledge of financial and capital markets
- Knowledge of statutory requirements applicable to the financial markets
- Experience of attending proceedings before Disciplinary Authority of Stock Exchanges, Securities Appellate Tribunal etc.
- Excellent analytical skills

Role Description for: DM Inspection
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Role Title	DM	Function	Inspection
Direct Reporting From	Senior Manager	Reports to – Administratively	Associate Vice President

I. Purpose of the role:

To ensure that Trading members/ stock brokers adhere to the regulatory norms by conducting onsite inspection, verification of member submission of required documents and audit reports and follows up with members for the same. To initiate action on the offsite alerts received from Head Office for the Trading members and verify whether they are adhering to the regulatory norms.

II. Key Responsibilities (This should reflect the process/sub-process in which the position plays a role and specifically indicate the actions to be taken. Please include a maximum of 8 key responsibilities)

SI No	Key Responsibility	Descriptive Parameters
1.	Quarterly selection of members for inspection visits	<ol style="list-style-type: none"> 1. Collate exchange data to assess risk and categorize members into different buckets. 2. Prioritize members, and prepare quarterly inspection calendar/schedule as per selection criteria approved by Exchange/SEBI. 3. Draft approval note and share inspection dates with respective regional inspection teams. 4. Co-ordinate for visit date to member office and prepare the intimation letter to member.
2.	Onsite inspection/ compliance visits	<ol style="list-style-type: none"> 1. Conduct inspection on members' site as per the inspection calendar for the quarter following a pre-approved checklist. 2. Draft the inspection report for the member. 3. Expand the scope of inspection beyond the pre-approved checklist after consulting manager. 4. Make a pre-inspection planner before starting any inspection, also prioritise the focused inspections send by HO. 5. Shoulder the responsibility of carrying inter-regional inspection and handling different genre of members. 6. Prepare the preliminary observation sheet for the inspection and schedule the closure meeting between the member and manager. 7. Verify the inspection report prepared by the maker (another DM). 8. Conduct compliance visits for new members/ brokers to acquaint them to the compliance requirements and inspection process.

3.	Offsite monitoring	<ol style="list-style-type: none"> 1. Collect data from the Trading Members to analyse the alerts generated against them. 2. Analyse the Trading Member data along with the information available with the Exchange for checking the accuracy. 3. Follow up through telephone/email for seeking reply to the queries raised, if any discrepancy is being observed. Escalate non-compliant members to Manager.
5.	Member compliance to regulatory norms and audit	<ol style="list-style-type: none"> 1. Draft circulars for members for submission of required documents to adhere to regulatory norms. 2. Prepare circulars to be sent to members informing them about new or changes in regulatory requirement 3. Analyse the internal audit reports submitted by members to the exchange. Prepare the agenda and present the case of members defaulting on providing correct audit reports to the exchange. 4. Send reminders via emails/ letters/ phone calls to non-complaint members. 5. Check SEBI website to know if any member has been debarred from trading and initiate action on the same. 6. Updation of compliance calendar, consolidated circular, commonly observed violations during inspections/internal audit. 7. Reply to member queries through phone calls/emails. 8. Prepare the internal office memo for debiting member's account for non-compliances/violations observed during inspection 9. Check the submission of the members regarding System Audit and Cyber Security audit. Send reminders and make calls for non-submission.
6.	Data collation and analysis for daily reports and adhoc requests	<ol style="list-style-type: none"> 1. Collate data to cater to the request raised by external regulators like SEBI and various internal departments within NSE. 2. Collate and analyse data from other exchanges and internal NSE departments for Monthly Development report, Monthly Activity report, SEBI annual/ half yearly report to be sent to SEBI. 3. Collation of data to be displayed on website as regards action initiated against member

Note: Additional responsibilities may be added from time to time depending on organisational requirements.

III. Key attributes of the role

Revenue (range) -	Direct/Indirect - None	Range – 0
Budget (range) -	Approver/User - None	Range - 0
Number of people managed:	0	

IV. Performance Measures

Serial no.	Performance Measures	Metrics
1.	Financial measures	<ul style="list-style-type: none"> • Not applicable
2.	Customer measures	<ul style="list-style-type: none"> • Not applicable
3.	Internal Processes measures	<ul style="list-style-type: none"> • Adherence to the calendar for conducting inspections on time = 100% • Adherence to defined process and TAT to meet the defined SLAs= 100%
4.	Learning and growth measures	<ul style="list-style-type: none"> • Number of hours of training annually ≥ 40

V. Collaboration – Internal & External

Internal Stakeholder	External Stakeholder
Accounts and Finance	Trading Members of NSE
Administration and HR	
Committee	

VI. Role Holder Requirements

Educational Qualifications	Essential – CA /CS Desired – NA
Role Requirements	<ul style="list-style-type: none"> • Knowledge of financial and capital markets • Knowledge of statutory requirements applicable to the financial markets

Role Description for: - Management Trainee

Role Title	Management Trainee	Function	ISC
Direct Reporting From	Chief Manager	Reports to – Administratively	Chief Manager / Ass. Vice President

I. Purpose of the role:

Monitoring and tracking the complaint and Arbitration resolution process conducted at Regional Offices. Compliance to SEBI / Regulatory requirements.

II. Key Responsibilities (This should reflect the process/sub-process in which the position plays a role and specifically indicate the actions to be taken. Please include a maximum of 8 key responsibilities)

Sl No	Key Responsibility	Descriptive Parameters
1	Implementation of GRC and Arbitration orders / awards	<ul style="list-style-type: none"> • Verification of Arbitration Awards for implementation • Checking the details for eligibility of the investor to avail interim relief • To verify the documents received from investor for release of payment. • To co-ordinate with F&A department for payment release • To implement the award passed in favour investor • To liaison with Investor and trading member for implementation of award.
2	Reports & MIS	<ul style="list-style-type: none"> • To prepare Daily / Fortnightly MIS for management • To prepare MIS for SCORES complaints which is shared with SEBI on regular basis • Weekly reports to be prepared as per SEBI requirement and uploaded on website • To prepare Monthly SEBI reports for ISC & Arbitration • Agenda for Committee meetings and Board meetings • Annual Report for ISC & Arbitration • Presentation for Monthly Regulatory Meeting • RBS data on half yearly basis • Quarterly data to SEBI • Filing of STR
3	Enhanced Supervision monthly submission / Unauthorize trades Penalty	<ul style="list-style-type: none"> • To respond to the trading members / Investor queries • To co-ordinate and monitor the Tech teams for timely sending of weekly messages / storing of logs • To identify cases applicable for penalty for unauthorize trades • To prepare approval note for levying penalty, letters to trading members and files for levying penalty to F&A • Preparation of agenda for waiver request received, co-ordination with auditor and reversal instruction to F&A
4	Mail Management	<ul style="list-style-type: none"> • Redressal of queries received from investor on the common mailbox IGNSE • Responding to the letters /documents received and updation of DAK
5	Audit requirements	<ul style="list-style-type: none"> • Data to be provided to the internal auditors • Data to be provided for the queries raised during SEBI Inspection at HO & Regions

6	Reconciliation / Adhoc data request	<ul style="list-style-type: none"> Monthly reconciliation of blocked amount with NCL Differences to be highlighted to management and take necessary action as required. Handling adhoc data request received from inter department of Regulatory teams Handling adhoc data request received from external agencies viz SEBI, Income Tax, EOW, trading members etc.
7	Maintenance of FDR	<ul style="list-style-type: none"> Conversion of amounts debited as per GRC / Arbitration orders into FDRs Renewal of FDRs created Liquidation of FDR, for final release of payment to investor Release of FDR to trading members
8	Handling of complaints received from SCORES	<ul style="list-style-type: none"> Handling queries received from SEBI regarding SCORES complaints Co-ordination with Regions for resolution of SCORES complaints Handling technical issue if any pertaining to SCORES
9	Development requirement	<ul style="list-style-type: none"> Handling of development requirement for all the applications used by ISC / Arbitration teams Raising incident tickets for any issue reported by the external / internal users Preparing of Business requirement and UAT testing of the requirements Co-ordinating with Technical team and Users

Note: Additional responsibilities may be added from time to time depending on organisational requirements.

III. Key attributes of the role

Revenue (range) -	Direct/Indirect -	Range -
Budget (range) -	Approver/User -	Range -
Number of people managed:		

IV. Performance Measures

Sr. no.	Performance Measures	Metrics
1.	Financial measures	•
2.	Customer measures	•
3.	Internal Processes measures	•
4.	Learning and growth measures	•

V. Collaboration – Internal & external

Internal Stakeholder	External Stakeholder
Regions	SCORES Portal
Inspection Team	Auditors – Internal
Technology	Investors
Finance & Accounts	Trading Members
NCL	

VI. Role Holder Requirements

Educational Qualifications	Essential – MBA / CS Desired - NA
Role Requirements	<ul style="list-style-type: none"> • Knowledge of financial and capital markets • Knowledge of statutory requirements applicable to the financial markets
Experience	Essential - Yes Desired – minimum 1 year

VII. Competencies required for the role

Behavioural competencies	Desired rating	Functional competencies	Desired rating
Business Acumen	Y	Domain Knowledge	Y
Innovation and Improvement	Y	Interpretation and adherence to Statutory Requirements	Y
Teamwork	Y	Financial Management & Statistics	
Managing relationships	Y	Usage of Software Application & Tools	Y
Living the values	Y	Knowledge of Inspection process	
Process orientation	Y	Drafting Skills	Y
		Managing Work processes	Y