



**JOB DESCRIPTION – JUNIOR OFFICER ON CONTRACT/ OFFICER / ASSISTANT
MANAGER IN DP OPERATIONS**

Particulars	Details
Department	DP Operations
Experience	❖ For Junior Officer on Contract: Min 2 years in broking back-office operations ❖ For Officer: Min 3 years in broking back-office operations ❖ For Assistant Manager: Min 5 years in broking back-office operations
Location of Posting	Bengaluru
Job Description / Responsibilities	❖ Handling end-to-end DP operations including account opening, modifications, closure, transmission, and pledge processing ❖ Processing Demat requests such as DRF, DIS, remat, transmission, nomination updates, and off-market transfers ❖ Verification and updation of KYC / Re-KYC records in coordination with KRA / CKYC ❖ Handling client queries related to Demat accounts and depository transactions ❖ Monitoring and processing corporate action activities; ❖ Reconciliation of DP transactions and records with NSDL systems; ❖ Ensuring timely reporting and regulatory compliance as per SEBI / NSDL guidelines ❖ Coordination with branches and internal departments for smooth operational activities ❖ Preparation and maintenance of operational MIS and reports ❖ Handling audit requirements and ensuring closure of observations within timelines
Job Specific Skills	❖ Knowledge of NSDL DP operations and depository systems ❖ Familiarity with SEBI / NSDL compliance requirements ❖ Proficiency in MS Office (Excel preferred) ❖ Good communication and coordination skills ❖ Attention to detail and operational accuracy ❖ Ability to work within timelines and handle multiple activities
Educational Qualification	Graduate from a recognized University (Commerce/Finance preferred)
CTC Offered	As per company policy
How to Apply	Applications should be submitted on email: applications@canmoney.in Subject: Please mention "Application for DP Operations - Bengaluru". No application shall be accepted with other subject.
Website	www.canmoney.in