Job Role : Legal Executive

Employment Type : Fulltime

Location: Hyderabad, Telangana
Industry: NBFC / Financial Services
Experience: 2–3 Years
Qualification: LLB / Bachelor's Degree in Law
Age Criteria: Below 35 Years

Company Description
Heritage Finlease Limited is a NBFC company based out of Hyderabad, Telangana , India.
Website : **www.heritagefinlease.in**

1. Position Overview

We are looking for a proactive and detail-oriented **Legal Executive** to manage legal matters relating to loan documentation, recovery proceedings, litigation, and legal compliance for our NBFC operations.

The candidate should have practical experience in handling **SARFAESI Act proceedings and cases under the Negotiable Instruments (NI) Act, particularly Section 138 cheque bounce cases**.

The incumbent will be responsible for coordinating with advocates, handling recovery-related legal matters, monitoring court proceedings, and ensuring timely execution of legal actions to protect the company's interests.

2. Key Roles & Responsibilities

A. SARFAESI Act & Recovery Proceedings

- Handle legal proceedings under the SARFAESI Act for recovery of secured loans.
- Prepare and coordinate issuance of statutory demand notices under Section 13(2) of the SARFAESI Act.
- Coordinate with advocates for possession notices and enforcement proceedings under Section 13(4).
- Handle documentation and coordination relating to physical possession of secured assets.
- Monitor SARFAESI proceedings and ensure adherence to applicable statutory timelines.
- Coordinate with authorized officers, advocates, and recovery teams for effective execution of recovery actions.
- Assist in matters relating to DRT proceedings and other recovery-related litigation.

B. Negotiable Instruments (NI) Act Cases

- Handle cheque dishonour cases under Section 138 of the Negotiable Instruments Act.
- Draft and issue statutory demand notices within prescribed timelines.
- Coordinate filing of complaints and follow up on court proceedings.
- Liaise with advocates for case preparation, hearings, and legal follow-ups.
- Maintain records of pending and disposed cheque bounce cases.
- Track hearing dates and ensure timely submission of required documents.

C. Legal Documentation & Agreements

- Draft, review, and vet legal notices, agreements, loan documents, and other legal correspondence.
- Verify loan-related legal documentation and ensure proper record maintenance.
- Assist in preparing affidavits, petitions, replies, and other legal documents.
- Maintain updated legal files and documentation records.

D. Litigation & Legal Coordination

- Coordinate with external advocates, law firms, and legal consultants.
- Monitor pending litigation, court cases, and other legal proceedings.
- Track case status, hearing dates, and important legal deadlines.
- Ensure timely follow-up and execution of legal actions.
- Provide regular updates to management on pending legal matters.

E. Legal Compliance & Risk Management

- Ensure adherence to applicable laws, regulatory requirements, and internal legal policies.
- Support compliance with relevant RBI guidelines applicable to NBFC operations.
- Identify potential legal risks and recommend appropriate corrective actions.
- Assist in internal and external legal audits.
- Ensure proper documentation and maintenance of legal records.

F. Coordination with Internal Departments

- Work closely with collections, recovery, credit, and operations teams.
- Provide legal guidance and support for recovery-related matters.
- Coordinate with business teams to resolve legal documentation issues.
- Prepare and maintain legal MIS, case trackers, and recovery-related reports.

3. Candidate Profile & Eligibility

- LLB / Bachelor's Degree in Law from a recognized university.
- 2–3 years of relevant experience in a legal role.
- Hands-on experience in **SARFAESI Act proceedings and Section 138 NI Act cases** is strongly preferred.
- Experience in NBFCs, banking, or financial services will be an added advantage.
- Good understanding of secured lending, loan recovery procedures, and litigation.
- Practical experience in coordinating with advocates and handling court-related matters.
- Strong legal drafting, documentation, communication, and coordination skills.
- Good knowledge of MS Office and legal documentation management.
- Ability to manage multiple legal cases and meet statutory deadlines.
- Maximum age limit: Below 35 years.

4. Ideal Candidate

A result-oriented legal professional with practical exposure to NBFC recovery litigation, particularly SARFAESI proceedings and Section 138 NI Act cases. The candidate should be capable of independently coordinating with advocates, managing legal documentation, monitoring court proceedings, and supporting the company's recovery and legal functions.

5. Application Process

Interested and eligible candidates meeting the above criteria are requested to share their updated resumes at:

Email : hr@heritagefinlease.in

Ph : 8897621143