



Internship Appointment Letter



GROWTHCLUES



Subject : Appointment for post of Stock Market Management Intern

Dear Tej Joshi,

We are pleased to offer you, the position of **Stock Market Management Intern** with **Growthclues** on the following terms and conditions:

- 1. Commencement of Internship :** Your Internship will be effective, 29th December 2023 to 29th January 2024.
- 2. Internship Title :** Your Internship title will be of Stock Market Management Intern.
- 3. Stipend :** Your stipend will be of Rs 1000 to Rs 4000/- (negotiable)
- 4. Place & Hours of Work :** Working from home (remotely) . You will be required to work for 2-3 hours per day for the proper discharge of your duties to the Company.
- 5. Nature of Duties :** You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.
- 6. Company Property :** You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.
- 7. Termination**
 - Your appointment can be terminated by the Company, without any reason, by giving you not less than 1-month prior notice in writing.
 - The Company reserves the right to terminate your training summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.
 - On the termination of your training for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your training or to clients' business affairs.

8. Applicability of Company Policy : The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

9. Probationary Period : You will be under probationary period for short time before you start receiving your stipend. In this period, you shall be assigned projects/work which will determine your future in our company. In case your delivered project is found to be not suitable according to our needs, your offer may get terminated immediately. However, you shall be paid some amount for your service. This amount shall be decided after judging your delivered projects.

10. Confidential Information

- a. During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.
- b. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment.
This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
- c. At no time, will you remove any Confidential Information from the office without permission.
- d. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

- e. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

11. Acceptance of Offer Letter

Please confirm your acceptance of this letter by doing your signature at the bottom or by reverting back on the mail **"I accept the offer letter"**. We welcome you, and look forward to receiving your acceptance and to working with you.

Sincerely,



Lakshita

Lakshita kohli
Managing Partner

Growthclues