

INTERNSHIP OFFER LETTER

Dear Mr/Ms. Baiju Kumar,

Congratulations & warm welcome to the **MY F&O SCHOOL** family we are delighted & **excited to welcome you onboard as a Financial Marketing Internship- trainee**. At **MY F&O SCHOOL**, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest.

We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning-packed, and truly meaningful internship experience with **MY F&O SCHOOL**.

Your appointment will be governed by the following terms and conditions

1. Getting an introduction to the financial and investment markets.
2. Handling basic concepts of investing - mutual funds, NPS, FD, tax saver, and other investment options.
3. Working on the concepts of portfolio management and risk management
4. Working on golden rules and different types of investment plans.
5. Writing up your investment plan (IPS).
6. Working on the basics of stock selection.
7. Working on sessions on careers in the finance industry.
8. You shall not be eligible for any allowance or benefit applicable to the regular employees of the organization.
9. You are required to maintain the norms of discipline and work practice of the company while undergoing an internship.
10. After a month we will be allotting a tracking panel, to monitor the performance of your campaigns.

11. Group of teams will be handled by you as monitoring your performance after completion of internship duration.

12. As a part of this internship you shall open a **DEMAT** account with our personal consent, as the company has only suggested that the platform be an official sub-broker partner to all platforms. The stipend will be based on session, assignment, and live campaign completion.

Certificate completion criteria is to complete 3 live sessions, 3 assignments, and 1 campaign. To get the minimum stipend you shall complete 6 campaigns including all sessions and assignments.

Your internship will be for 1 month and will start on **8th May 2024**. You will be reporting to the undersigned manager during your full tenure. We look forward to you joining us. Please do not hesitate to mail us any information you may need.

Congratulations!

We look forward to you joining us. Please do not hesitate to mail us back for any information you may need.

Warm Regards,
Sapna Negi
Human Resource,
MY F&O SCHOOL

Accept internship offer by signing below

Signature:

Date:

(Note: accepting the offer over mail will be considered)