

MENTORCHAMP EDTECH PVT. LTD.

MMTC (Money Making Trading Courses), Office No. 1303, 13th floor, B wing, Rupa Solitaire,
Millennium Business Park, Sector 2, Ghansoli, Navi Mumbai, Maharashtra - 400710.

To,
Reshma Kanale
Navi Mumbai



Sub: Internship Offer Letter

Dear **Reshma**,

We are pleased to offer you an internship in the Equity Research and Broking Department at our TStock Mantra investment and Money-Making Trading Courses (by Tushar R. Ghone) office, Millennium Business Park, Mahape, Ghansoli.

Place & Date of Posting:

You will be reporting to our office in Millennium Business Park, Mahape, Ghansoli.

Your internship shall commence on **13th February 2023** and shall end on **13th May 2023 (3 Months)**.

Salary:

You are eligible for a stipend of **₹ 7,000/-** per month during the Term which shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company. Stipend will be credited in your bank account between 10th to 15th of every month

Also, As discussed, after your 3-months internship, if management decided to offer you a job, then you will be hired on the position of **Equity Research Analyst** in **Equity Research and Broking Department**. And We will finalize your salary on the basis of your internship performance

We will review your performance for the first **7 days (Internship Probation Period)** and if the performance is satisfactory, then you will be eligible to continue the internship. If not, we will immediately revoke the internship offer letter without pay.

Your timings will be **09:00 AM to 06:00 PM, Monday to Friday** and from **09:00 AM to 03:00 PM for every Saturday**. Your reporting person will be Tushar Ghone & Amruta Ghone.

Public and Listed Holidays will be as per Company's internal Holiday schedule and we will provide you the holiday list at the time of joining. Overtime is not provided by the Company, however as per your internship responsibilities as and when required, you may have to extend your work timing for completion of the work.

Any leaves for personal reasons shall be planned and informed 1 week before in writing. Vacation leaves of more than 3 days need to be informed before commencement. Any unscheduled leaves apart from those listed in the agreement will be declined or subject management approval on Case-by-Case basis.

Company doesn't provide Provident Fund or any other Allowance apart from the one mentioned in this offer letter. The intern must give proper handover of the duties to the Senior before leaving the internship and in case the intern fails to provide proper handover of the duties to the Senior, Certificate And remaining stipend will not be provided.

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You will not be entitled to take any leave during your 3 months Internship Period, if Company Observed that you have taken more than 3 leaves during 3 months period of internship, same will be mentioned in you Internship Certificate, any leave taken during your Internship Period will be deducted from your monthly Stipend.

Bonus (or commission) potential:

1. **Incentives:** Incentives will be decided on starting month or at the time of any new scheme launched.
2. **Performance Bonus:** As and when felt, we will provide additional Performance Bonus as per our discretion (Whenever, we feel and how much we decide) without any obligation. Will be decided on case to case

Your Job Responsibilities will be as follows:

1. Execute trades on behalf of clients, ensuring compliance with regulations and laws
2. Execute BUY and SELL transactions in the cash and derivatives segments using trading terminals
3. Monitor market trends and changes to make informed investment decisions
4. Develop various trading strategies with good Risk Reward ratio in Derivative Segments.
5. Creating New Trading Strategies and improving the existing ones to cope with the changing market scenario
6. Providing investment recommendations to our clients
7. Manage daily calls and mails of respective authorities.
8. Explain our new and existing services and products to the clients and take follow up
9. Collaborate with Content Creation team to create and produce a variety of content, including articles, blog posts, infographics, videos, and social media posts
10. Participate in training programs to gain knowledge of securities markets, investment strategies, and regulatory requirements.
11. Help MMTC team in research and Content Creation of various stock market and related courses.
12. Work on general tasks related to technical, fundamental, and IPO analysis
13. **Miscellaneous responsibilities:** Apart from your Primary responsibilities you may be asked to carry out general supporting work as and when required.

Non-disclosure Agreement:

Without Company's prior written consent, intern should not:

- a. Disclose confidential agreement to Third party.
- b. Make soft copy/Download copy of confidential information.
- c. Make any commercial use of confidential information/Trading Courses/Company's Client & Vendor Database/Company licensees.
- d. Enter into agreement with a Third party on Company's behalf.
- e. Share company's Server Access/Course Access/Software access/Email Account/Social media account access to any external user/ third parties without approval.
- f. Sabotage Company's Social accounts, Websites, Web Servers or any other relevant information that may cause damage to Company's Assets, businesses or good will in market.

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Company can solely terminate your internship without any prior notice and **NO Stipend & certificate** will be provided for that month, if you found guilty in below circumstances:

- a. Non-compliance to any of the above non-disclosure agreements stated in **non-disclosure agreement** (above).
- b. Misbehaviour with seniors, clients & head office employees.
- c. Failure to follow the Rules, regulations and Terms & conditions mentioned in this offer letter.

Please be sure to send scan copy of the following documents by mail to complete your profile before Joining:

- 1) Pan card and Aadhar card
- 2) Cheque/Bank Passbook photo
- 3) Current address proof (if rented Electricity Bill/ Rent Agreement/PG Agreement)
- 4) Passport size photo
- 5) Education certificate
- 6) Updated Resume
- 7) Reference Phone no 2 people

Send on mail Id: hr@mmtcourses.com and tstockhrcontact@gmail.com

NOTE:

Stipend has been decided based on your assurance to continue the internship in the company for a minimum 3 Months.

To Whomsoever it may concern: This is an offer letter only and should not be construed as a Reference letter or Work experience letter. Some of the interns leave their internship in between and by no means are we able to evaluate their work performance.

We provide a Certificate/letter only after successfully completing an internship based on their key performance indicator. This Certificate/letter will be provided to them between 7th to 15th days of successful internship completion.

To confirm your acceptance of this position, kindly sign both copies of this letter as indicated overleaf and return one copy to the office between next 2 days or send a scan copy in the mail.

We really hope that you decide to accept this internship offer and look forward to working with you in the future. If you have any further queries, please don't hesitate to contact us.

Yours sincerely,

Amruta Tushar Ghone

Tushar Ramesh Ghone



Directors of MENTORCHAMP EDTECH PVT. LTD.

**Accepted By:
Reshma Kanale**