

# **Internship Program in Financial Content Writing**

(at SEBI, Head Office, Mumbai)

## **Objective**

SEBI is in process of developing a web-based “Virtual Museum of Indian Securities Market” to demonstrate rich heritage and the transformation of securities market in India over the decades. In nutshell, we intend to tell the story of Indian securities market to the present and future generation through a web-enabled platform of high standards and interactive interface for enhancing awareness and interest among public at large.

This program will give an opportunity to individuals for creating research based original content writing and enhance their knowledge of securities market, content writing skills, while working on hands-on project.

## **Role Description**

- a. Research facts and information, create original and summarized writings from various committee reports, rules and regulations, policy developments, circulars, articles, news clippings, related to securities markets.
- b. visit to various archives and libraries for material collection and extraction,
- c. preparing contents for interviews/discussions with eminent personality associated with Indian securities market,
- d. proof reading for technical, grammatical, and style guide compliance
- e. Create error free and unique plagiarism-free content
- f. support for editing of multi-media contents
- g. Any other work related to Virtual Museum.

## **Placement**

Posting of selected candidates under this program would be for Department of Economic and Policy Analysis (DEPA) of SEBI situated at Bandra Kurla Complex, Mumbai 400051.

### Eligibility Criteria:

In order to be considered for this program, the candidate must satisfy the eligibility criteria as prescribed herein. Mere fulfilment of eligibility criteria shall not vest any right to the candidate for being called for interviews. The decision of the Board shall be final in this regard.

#### General essential skills

- Proficiency in English language (speaking and writing) is must.
- understanding of financial markets,
- knowledge of Informational Technology tools,
- oral and written communication skills, and
- judgment and interpersonal skills

### Educational Qualification, Work Experience & Skills

<b>Particulars</b>	<b>Criteria</b>
<b>Age and Nationality</b>	The candidate must be an Indian citizen up to 30 years of age as on March 31, 2021.
<b>Education</b>	<ul style="list-style-type: none"><li>• Post-graduation or equivalent degree in Economics or Business or Finance <b>OR</b></li><li>• Minimum 60% aggregate marks at post-graduation level or equivalent CGPA.</li></ul>
<b>Desired skills</b>	<ul style="list-style-type: none"><li>• Content writing and editing skills on topics of securities markets or economics or business or finance</li><li>• Published articles on securities market, economics, business, or finance in periodicals or reputed publications during last five years.</li><li>• Proof reading for technical, grammatical and style guide compliance.</li></ul>
<b>Work Experience</b>	<ul style="list-style-type: none"><li>• Not a pre-requisite.</li></ul>

## **Mode of Application**

- Interested candidate can apply for this internship by filling up the '**Application Form**' (as given below) and sending the signed copy of it to SEBI (in the physical form) at the below mentioned address.

Deputy General Manager,  
Department of Economic and Policy Analysis –II  
Securities and Exchange Board of India  
SEBI Bhavan – II  
Plot No. C 4-A, 'G' Block,  
Bandra Kurla Complex  
Bandra (E), Mumbai 400051

- The completely filled and signed 'Application Forms' should be sent to SEBI (abovementioned address) so as to reach on or before the last date.
- **Cut Off Date** - The last date for the receipt of the applications by SEBI is **October 30, 2021.**

**The envelope containing the application shall clearly mention "Application for Financial Content Writer under Internship Program – 2021"**

## **Method of Selection**

- Out of total application received after cut-off date, the candidates will be shortlisted by SEBI, based on its eligibility criteria, documentary evidence submitted, skills available (as mentioned above), etc.
- Candidates may be asked to appear for preliminary interview in virtual mode.
- The shortlisted candidates will be called for a personal interview. The dates for Personal Interview will be informed subsequently.
- Based on the interview, the candidate will be selected.
- Incomplete applications and applications without documentary evidence are liable to be rejected.

## **Duration**

- Twelve months from the date of appointment.
- The candidate should necessarily complete the twelve months' period after joining and if he / she decides to terminate the same, a notice period

of at least one month must be served. If under any circumstances, the candidate is unable to serve the notice period he / she would have to pay an amount equivalent to one month's stipend.

- SEBI reserves the right to terminate the internship with a notice period of one month without giving any reason.

### **Place of Posting**

The Interns shall be posted at the Head Office of the Board in Mumbai.

### **Attendance & Working Days**

The working hours of the Interns shall be same as office timings in the Board. Interns shall be allowed to observe the public holidays as practiced at the Head Office of the Board. The Interns may be required to work beyond office hours or on weekend or public holidays, for which no extra stipend shall be allowed.

### **Leaves**

The Interns shall be entitled to 12 days of leave in a year. The leaves shall accrue on completed month basis calculated from date of joining on pro-rata basis. The intervening weekends or public holidays during a spell of leave shall not be counted against the 12 days leave. Additional leaves availed by the Interns shall lead to deduction in stipend. Unutilized leaves shall lapse at the end of the year.

### **Stipend & Facilities**

- SEBI will provide office space, internet connectivity and other support facilities.
- SEBI will pay a stipend either of
  - **₹45,000/- (Forty-Five Thousand only)** per month, without accommodation OR
  - **₹35,000 (Thirty-Five Thousand only)** per month, with SEBI accommodation (subject to availability)
- The liability of the Board towards Intern shall be restricted to the monthly stipend as stated above, and no other payment / remuneration / facility / allowance / reimbursement shall be admissible to Interns, unless otherwise mentioned.

- The candidates will be entitled to 12 (twelve) days of leave during the internship period of one year on pro rata basis and any absence beyond the above period will be treated as leave without compensation.
- Intern, shall be solely responsible for taking out and maintaining adequate insurance, such as life, health or any other type, at their own expense, as they may consider appropriate to cover the period of their engagement with the Board under
- Intern, if required for official reasons, may have to undertake domestic travel, subject to the approval of Competent Authority, in which case they will be eligible for halting, boarding and incidental allowances to the same extent as permissible to Grade A officers.

### **Right of Modification, Suspension or Termination**

- In normal course, the Board as well as the Intern may terminate the engagement by giving one month notice in advance.
- Unauthorized absence for a continuous period of 8 days (not including weekends or public holidays) without any valid explanation for the same, shall automatically lead to termination of the engagement.
- Notwithstanding the above, the Board retains the right to modify the terms of program, suspend or terminate the engagement with any Intern or discontinue the program at any time, without assigning any reason therefor.

### **Other Terms & Conditions applicable to Interns**

- Interns engaged by the Board under this program shall not be considered, for any purpose, as officer or employee of the Board. Accordingly, nothing in this engagement shall establish the relationship of employer and employee or that of principal and agent between the Board and the Intern.
- Interns shall have no right / claim for placement in Board by virtue of their engagement under this internship program.
- Interns shall neither seek nor accept instructions from any person or authority outside the Board in connection with their performance obligations under the engagement.
- Interns shall avoid all present and potential conflicts of interest and disclose upfront, when such conflict is unavoidable.

### **Code of Conduct**

The interns shall be bound by the Code of Conduct prescribed by the Board in this regard. Further, Interns shall provide an undertaking to adhere to the

Code of Conduct in the format as prescribed by Board before commencement of the engagement.

**Declaration of Secrecy**

On appointment, selected candidates are required to furnish to SEBI a declaration of secrecy in the prescribed format before commencement on the internship.

**No Right of Appointment**

The selected candidates as interns shall have no right / claim for an appointment in SEBI by virtue of this internship program.

## APPLICATION FORM FOR INTERNSHIP AT SEBI

**Latest  
Passport size  
Photograph  
of Applicant**

**1. Full Name in as in Class 10<sup>th</sup> /High School Certificate in BLOCK letters:**

Mrs/Ms/Mr.

First Name

Middle Name

Last Name

**2. Date of Birth:**

as in class 10<sup>th</sup>/high school certificate

**DD**

**MM**

**YYYY**

**Age as on March 31, 2021**

Days

Months

Years

**3. Full Postal Address for communication including email and phone number:**

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\_\_\_\_\_

\_\_\_\_\_ District/City : \_\_\_\_\_

State \_\_\_\_\_

Pin : \_\_\_\_\_

Email :

Phone/mobile :

**4. Educational Qualifications from graduation onwards:**

(In case marks are not out of 100, mention out of score)

Qualification (start with highest degree)	Name of the Institute / University	Year of Joining (Month/year)	Year of passing (Month/year)	Grade % of marks*	Major Subject/discipline

\* in case of grade/CGPA put equivalent percentage as per the formula prescribed by the board/institute/University

**5. Work Experience of content writing** (including freelancer services), if any (Optional):

Start with the most recent employment.

Employer /client	Designation	Period (MM/YYYY)	Job Profile, responsibilities in brief
		From: MM/YYYY To: MM/YYYY	
		From: MM/YYYY To: MM/YYYY	
		From: MM/YYYY To: MM/YYYY	

**6. Other work experience, if any (optional):**

Employer/Client	Designation	Period (MM/YYYY)	Job profile, subject of content writing, responsibilities, in brief
		From: MM/YYYY To: MM/YYYY	
		From: MM/YYYY To: MM/YYYY	
		From: MM/YYYY To: MM/YYYY	

**7. Publications** (research papers, articles, blogpost, on financial markets, investment, personal finance or similar topics), if any. Please provide details of THREE (optional):

Title of the research papers, articles, blogpost, etc.	Published in (Newspapers/ Blogs/ Journals/ Social Media/ etc.)	Link / Reference or attach a copy

**8. Achievements (optional):** Awards/scholarships/official appreciation affiliation with the professional bodies/institutions/societies:

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