

SSL/HRD/INT/2020-21/007

09th Aug, 2021

Jeffy Frank. A
MBA (Operation & Marketing)
Sathyabama University

Project

Dear Mr. Jeffy Frank. A,

We are pleased to inform you that you have been selected for carrying out project in our organization.

The Details of the project are as follows:

Project Title	Recruitment
Project Department	Human Capital
Date of Commencement	09-08-2021
Period of the project	6 month
Seating Arrangement	Guindy
Place of Reporting	Chennai - 956
Reporting Authority	Muthukumaran
E-mail id of reporting Authority	Muthukumaran@sbicapsec.com
Stipend	15000/- pm
Academic Qualification	MBA (HR & Finance) Sathyabama University

The terms for carrying out the project are as follows:

Signature with date

- Any travel on account of work preauthorized by the company will be reimbursed on actual on producing relevant bills (subject to approval).
- You will not disclose to outsiders or use any information that you may come across in the company during the course of your project work. You will be required to sign an undertaking to the effect and also undertake to indemnify the Company for any loss suffered by it as a result of any action taken by you during the course of your project work.
- Before cessation of your project, you will surrender to the company all files, books, magazines, reports, documents, manuals, audio and videotapes, floppies & discs and any other knowledge database entrusted to you in the course of your project work.
- You will not reproduce, store in a retrieval system or transmit in any form or by any means- electronic, mechanical, photocopying, recording, scanning or otherwise – any copyrighted material which is the property of the company for your own benefit or for the benefit of any third party during the course of your project.
- You are required to observe office decorum; any breach will result in termination of the project.

You are required to prepare a detailed report on the project undertaken and submit a copy of the same to the project mentor. The project would be regarded as incomplete without the submission of the project report (both soft and hard copy).

You would be given certificate on successful completion of the project.

Yours faithfully

For SBICAP Securities Ltd.



Authorized Signatory

Accepted

Name: Jeffy Frank. A

Date:

Signature with date