

F. NO.7-937 /Estt./2020/

21<sup>st</sup> September, 2021

To,

**Ms. Hitakshi Malik**  
K-60B, First Floor, Kalka Ji,  
New Delhi-110019

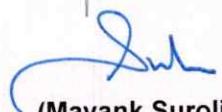
Email: hitakshi.malik17@gmail.com

**Ms. Hitakshi Malik,**

The National Book Trust, India is pleased to inform you that the Competent Authority of the Trust has considered your candidature as Intern at NBT, India, Vasant Kunj, New Delhi 110070 with immediate effect, with the following terms & conditions:

1. Your engagement as an Intern would be purely on contract basis, initially for a period of three months.
2. During the period of engagement you will get stipend remuneration of Rs.15000/- (Rupees Fifteen Thousand only) per month (consolidated).
3. The tenure of your engagement on contract basis would start from immediate effect.
4. You will not be entitled to any mobile phone/ data plans facilities or conveyance etc.
5. The Trust reserves the right to terminate your internship at any time.
6. **You will work in PR/NCCL Library, and report to Ms. Kanchan Wanchoo Sharma, Editor (Training & Promotional Activities).**
7. **Work Protocol to be followed**
  - Interns should sign the confidentiality agreement with NBT, and adhere to its clauses (copy enclosed).
  - Indiscipline, misbehaviour, damage to the property, loitering around and any unethical behaviour against the standard office protocol will not be accepted and may lead to termination of the internship.
  - During the office visits, dress code of interns should be formals/ semi casuals and grooming standards should be maintained all the time.
  - Contracting to the outside agencies on behalf of National Book Trust India, without explicit permission from the Reporting Officer/ Sectional Head is not permitted.

This issues with the approval of the Competent Authority.



(Mayank Surolia)  
Dy. Director (Admn. & Estt.)

**Encl: as above**

**Copy to:**

1. Ms. Kanchan Wanchoo Sharma, Editor (Training & Promotional Activities).
2. PS to Chairman
3. Sr. PA to Director
4. PA to JD (A&F)
5. CVO
6. DD (Accounts)
7. Computer Cell

## CONFIDENTIALITY AGREEMENT FOR INTERNS

Intern Name: \_\_\_\_\_

Year of Internship: 2021

Duration: \_\_\_\_\_

### **ACCESS TO CONFIDENTIAL INFORMATION**

Due to your access to Confidential Information, all candidates enrolled with NBT as interns must sign this agreement, "Confidential Information" means any information of a secret or confidential nature relating to the internship workplace. Confidential information may include, but is not limited to, the following: trade secrets, proprietary information, customer information, customer lists, method, plans, documents, data, drawings, manuals, notebooks, reports, models, inventions, formulas, processes, software, information system, contracts, negotiations, strategic planning, proposals, business alliances, and training materials.

### **VERIFICATION OF OBLIGATION**

I understand that in the course of my internship experience, I may have access to and be involved in the processing of verbal, written, computer generated, computer accessed, filmed, and/or recorded information related to clients, employees, and staff or the organisation or business. I understand that I am required to maintain confidentiality of this direct or indirect information at all times, both during and after my internship experience. I understand that I will not share, discuss, or reveal any of this information with anyone. I understand that any breach of confidentiality may result in disciplinary action, including termination from the internship (***with the status of 'Failure' placed on my permanent transcript***) or legal action. I certify by my signature that I acknowledge being informed of the Confidentiality Policy concerning confidential information or its treatment. I agree to adhere to and upload the private and privileged information therein.

Hence, in connection with my being enrolled as intern with NBT, I agree to the following:

I have read and understand the above definition of "confidential information". I agree that I will not at any time, both during and after my internship with NBT, communicate or disclose confidential information to any person, corporation, or entity. I further recognize and agree that while in an internship with NBT, I may become aware of non-public information of a personal nature about employees or associates, including without limitation, actions, omissions, statements, or personally identifiable medical, family, financial, social, behavioural, or other personal or private information. I will not disclose any such information that I learn during this internship in NBT to any other person or entity, unless required by applicable law or legal process.

Intern Name:.....  
(Printed full legal name)

Intern Signature.....  
(full legal name and signature)

Date:.....

Counter-signed By.....

Official Stamp

**Note:** A copy of this form will be kept in the candidate personal record folder in addition to providing a copy to the Sectional Head.