



Strictly Private and Confidential

Ms. Urmila,

22nd July 2019

Dear Urmila,

Subject: Employment Letter

Welcome to the Sacred Hearts Sr. Sec. Public School!

We are pleased to make you an offer of full-time employment with Sacred Hearts Sr. Sec. Public School. This offer is subject to you furnishing the correct information regarding your past service. The School further reserves its right to conduct background verification check.

Upon fulfilling the aforementioned conditions, at the sole discretion of the Sacred Hearts Sr. Sec. Public School, you may be hired as an employee of the School and given an appointment letter governing the terms and conditions of your employment.

The further terms and conditions of this Placement Letter are as follows:

1. Salary:

During the term of your tenure you will be entitled to a fixed monthly salary of Rs. 29,166/-. This shall be subject to all the necessary tax and statutory deductions.

2. Confidentiality

- a. You shall neither use nor disclose any secrets, transactions or confidential information related to the School, its business, customers that you may acquire, at any time during your Internship to any third party other than to perform assigned work for the benefit of the School.
- b. Confidential information, includes but not limited to, any and all technical and non-technical information including patent, copyright, trade secret, and proprietary information, technique, sketches, drawings, models, inventions, Innovations, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, and formulae related to the current, future and proposed services and products of the School, information concerning research, experimental work, development, design details and specifications, engineering, financial information, procurement requirements, purchasing, manufacturing, business forecasts, sales and merchandising and marketing plans and information ("Confidential Information") which according to the School are necessarily confidential and form valuable property of the School.
- c. Your obligation not to disclose Confidential Information will be in force even after separation from the School. You shall hand over all records under your possession to the School on separation.

Thanking you,

For Sacred Hearts Sr. Sec. Public School


Radha Singh
Managing Director


Registrar
Invertis University
Bareilly


Director Corporate Relations
Invertis University
Bareilly