

Instructions for IT Faculties

1. All IT teachers are requested to down load the agreement (PDF file as per existing designation)
2. Print First page on non judicial stamp paper of Rs 50/- . Page Number 2 and 3 should be printed on green legal sheet.
3. Please fill the blanks i.e. Name, Father Name, Permanent Address, School Name, District of the school on appropriate places of page Number 1.
4. Please fill the blanks i.e. Name, Employee Code, School Name and district of School on appropriate place of Page Number 3.
5. Please sign on each page at appropriate place (Right bottom of page Number 1 and 2) and appropriate place at page Number 3.
6. Also get the signature of witness on the document as per legal requirement.
7. **Please attach, self attached certificate of your education qualification along with agreement after writing your Emp-ID on it.**
8. The signed document with copy of certificates should be sent to NIELIT Shimla by Post at following address at the earliest

Project Coordinator
NIELIT Shimla,
Cedarwood Building,
Jakhoo Road,
Shimla 171001 (HP)

9. It is to be noted that Salary of July 2019 will be disbursed after receiving of the signed agreement from the faculty.
10. Scanned copy of Acceptance letter of IT Faculties from their own email address only to hps.nielit@gmail.com will also be acceptable.