

**Instructions for filling Agreement Letter for Outsource employees.**

**(Please See the Sample before filling the Agreement Letter and fill only the highlighted fields)**

1. All employees are requested to download 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**, on appropriate places of page Number 1.
4. Please fill the blanks i.e. **Department name and place of posting** on appropriate place of Page Number 1.
5. Leave all other underlined fields blank .i.e. at **Page No. 1.--> Sr. No.1 and page 2 --> Sr. No. 11.**
6. Leave the fields blank under AGREEMENT heading i.e. "**This agreement made on \_\_\_\_\_ (w.e.f. \_\_\_\_\_ between National Institute of Electronics and Information Technology (Formerly DOEACC Society) B.O. Shimla (NIELIT),**" on Page 1. Line 1.
7. Please sign on each page at appropriate place ( Right bottom of page Number 1 and 2) and appropriate place at page Number 3.
8. Also get the signature of witness on the document as per legal requirement.
9. The signed document should be sent to NIELIT Shimla by Post at following address at the earliest.
10. No scanned copy will be received by mail or by post, only original should be send by post.

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