

## 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 April 2016 will be disbursed after receiving of the signed agreement from the faculty.
10. You may also download the new attendance Performa, Get it filled and verified by Principal.
11. Principal may be requested to send the scanned copy of attendance of IT Faculties from their own email address only to [shimla@nielit.gov.in](mailto:shimla@nielit.gov.in) or fax at 0177-2804216 or send by post/speed post/Registered post to address mentioned at Point No 7.
12. File name of the attendance must be in the format of H-YYYYMM-EmpID.pdf For example if your Emp-id is H-999999 then file name for April 2016 attendance should be **H-201604-999999.pdf**.
13. The subject of the Email should also be as **“Attendance H-201604-999999 “**