

30-June-2023

Instructions for Faculties of NCPUL Centres

The faculties (list attached) deployed in main CABA-MDTP Centres of NCPUL are informed that their contract engagement letter (for the period as mentioned against the name) is being sent through post. The Contract engagement of the faculty is **subject to registration of students in CABA-MDTP Centre**.

1. All concerned faculties are requested to fill all blanks/Missing information in engagement letter, undertaking and Joining report. Sign the engagement letter, undertaking and Joining report on each Page with Date duly counter signed and stamp by Centre Incharges.
2. The engagement letter and Joining report **MUST** be counter signed and stamped by Centre Incharge.
3. Faculties are requested to send the following documents dully attested by Centre Incahrge along with stamp of centre also along with agreement letter.
 - a. **Marksheet and Certificates of all educational Qualifications including (10th, 12th, Graduation, PGDCA, CABA-MDTP, 'O' Level, Master Degree(M.sc/MCA) etc)**
 - b. **Copy of Aadhar Card (Mentioning Date of Birth)**
4. The signed engagement letter, undertaking and Joining report along with above attested document should be reached at NIELIT Chandigarh **by post in original** at following address within 15 working days of issue of the letter.

Project Coordinator (NCPUL)
NIELIT Chandigarh,
Permeant Campus at Birla Farms,
Bada Phull, Rupnagar 140 001 (Punjab)

5. The faculties are advised to retain a copy of engagement letter for their own record.
6. It is to be noted that remuneration of July 2023 will be disbursed only after receiving of the signed engagement letter, undertaking and Joining report (Complete in all manner) in **original** from the faculty.

(Jitendra Bhatia)
Joint Director