**Proforma-A**

**(Work Experience Certificate: to be printed on plain paper)**

This is to certify that

1.I...........................................................(Name of the Candidate) is /was working as.....................(Designation) in the......................... (Name of Organisation)

2. I am/was working in the organisation from ...........to.............on full and paid basis.

3. I am/was selected for the said post vide appointment letter no...........dated........

4. I have completed ...........years ..........months of service in this organisation.

5. This company/organization is listed on...........Stock Exchange and is having the code.......

6. The above mentioned duration of experience does not include the period of Apprenticeship, Articlesbip, Internship etc.

7. I was responsible for following duties:(mention nature of responsibilities

I further certify that the above information is true and correct. If found wrong or incorrect, I am fully aware that my candidature for admission to PGDM / PGDM Marketing / PGDM Retail will stand cancelled and I will be liable for legal/ penal action.

Place: Signature of the Candidate

With name & Designation

Date:

Enclose:

Attested Xerox copies of

1. Experience Certificate

2. Appointment Order

3. Joining Report

4. Relieving letter( if applicable)

Note: The Candidates are required to submit separate Proforma-A for each Organisation