**Read Carefully!**

**Company Experience Letter T&C**

**Please read the below points carefully otherwise your experience letter will be cancelled without any notification**

1. Do not call on the company numbers given on the letters or on website.
2. Do not use the company name in any social networking sites like: Facebook, Twitter, LinkedIn, Orkut & Google+ etc.
3. Do not use company name in Email Signature.
4. Do not disclose the company name with in Croma Campus.
5. Do not change the Date of Joining, Salary etc., if any change is required please contact to Croma Campus not directly to Company.
6. Any Change in the documents will be chargeable.
7. Whenever you will submit the documents with any company, please take the latest company details like: Address/Contact Number/HR Name/HR Email/Company Contacts etc.
8. Fill the details in the BGC form those are mentioned in the “Employment Details Filled By the Candidate”.
9. Only single time employment verification will be applicable of the given fee.
10. If you need any other document like (salary slips|relieving letter|any change in the existing document) at least 10 days will be given by the candidate otherwise additional fee will be paid for immediate processing of the document.
11. Always share your latest contact details with Croma Campus ([info@cromacampus.com](mailto:info@cromacampus.com)) with subject line like : Candidate Name|Company Name|Employee Id

If any clarification is required please talk to Mr. Manoj Sharma OR Mr. Devendra Sharma.

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