



8. Work Experience : Managerial / Supervisory  
(Service Certificate should be signed by the Employer in the Proforma given)

Name of the Organization	Designation	Years of Service

9. Centre where the candidates would like to attend the Contact Programme and Examinations.  
(Tick the relevant box)

- a) M.B.A. Course :**
- 1) Dept., of Commerce & Mgt studies, A.U. Visakhapatnam
  - 2) A.U. M.S.N. P.G. Centre, Kakinada
  - 3) Govt College, for Men Srikakulam
  - 4) Mahatma Gandhi College, Guntur
  - 5) R.G. Kediya College, Hyderabad.

(Note : However the School may not offer a Centre if adequate strength is not registered )

10. Particulars of the Fee paid : DD No. (or) SDE Challan No.

Amount :

Place :

Date:

### DECLARATION OF THE APPLICANT

I hereby declare that the particulars furnished by me are correct to the best of my knowledge and the original documents will be evidenced with when called for. I am liable for any action to be taken by the University, if the information furnished by me is found to be false or incorrect at any stage, I forfeit claim. I have carefully gone through the Prospectus and I am fully conversant with the eligibility criteria to be satisfied for admission .

**Place :**

**Date :**

**Signature of the Applicant**

### Check List :

Have you enclosed the following ? Tick (✓) Yes / No :

- |   |          |
|---|----------|
| 1. ICET - Rank Card / Entrance Test Rank Card (In case of MBA / MCA course only)  | Yes / No |
| 2. ICET - Hall-Ticket / Entrance Test Hall-Tickets (In case of MBA / MCA course only)   | Yes / No |
| 3. Degree Certificate / Provisional Certificate of qualifying examination   | Yes / No |
| 4. S.S.C or equivalent Certificate (In case of MBA Course only)   | Yes / No |
| 5. Date of Birth extract  | Yes / No |
| 6. Caste and Income Certificate in case of SC / ST / BC- C candidates   | Yes / No |
| 7. Service certificate from Head of the Department / Employer<br>(in case of in-service candidates for Executive MBA Course only) | Yes / No |
| 8. Three Self-Address Slips.  | Yes / No |

### SERVICE CERTIFICATE

(In case of Two year Executive MBA Course only)

(To be signed by Head of the Department / Employer)

(The certifying authority is solely responsible for any incorrect information)

This is to certify that Sri / Smt./ Kum .....  
S/o D/o W/o .....is working in our Office / Institution  
as ..... which comes under Managerial / Supervisory Cadre from .....  
till date (Total Service : Years ..... Months ..... Days ..... as on the last date  
of submission of application form. His / Her scale of pay is Rs ..... and his / her gross salary  
is Rs. .... PM (Rupees .....). His / Her services  
are found to be Good / Satisfactory during the above period.

We have no objection for Sri / Smt / Kum .....  
joining in MBA Programme offered by School of Distance Education, Andhra University through if given admission.

Place :

Signature :

Date :

Designation with Office Seal :

Phone No.