Ganpat University
॥ विद्यया समाजोत्कर्षः ॥

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Mohan Kumar Singh** has worked as a **Management Trainee - HR** at Human Resource Section, Ganpat University from **25/09/2019** to **05/02/2022**.

He has performed under mentioned functions during his service tenure at the University:

- Recruitment & Selection Process
- Onboarding process and updating various data at HRMIS
- Coordinating and updating data of all Employee Medical benefits at the University
- Off-boarding and Exit interview
- Preparing Covid related guidelines / SOP / circulars
- And other activities at HR section as and when assigned

During the employment we found him sincere and hardworking with adequate knowledge.

We wish him best of luck for his future endeavors.

Dr. Girish Patel
Joint Registrar

F. No. 58/GUNI/Exp./026/2022
Date: 05th February, 2022

Copy to:
1. HR Section 2. Select File 3. Personal File 4. Office Order File

C.f.w.c to:
1. The Pro Chancellor & The Director General
2. The Pro Vice Chancellor & The Executive Registrar