



**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION MARDAN**  
No. 7028/Acad/BISEM

Dated: 16-12-2024

**NOTIFICATION**

Subject:- **Proforma For Teaching/ Experience Certificate Confirmation**  
**(For Employees in Private Schools & Colleges, Affiliated With BISE Mardan)**

It is notified for the information of all the Heads of Privately Managed High/ Higher Secondary Schools & Colleges (affiliated with BISE Mardan) that this office most often receives experience certificates (from your employees) for the purpose of countersignature. In this regard **experience confirmation proforma** has been designed and uploaded on Board's official website. This proforma can be downloaded from [www.bisemdn.edu.pk](http://www.bisemdn.edu.pk), which shall be duly filled, signed & stamped by the Head of institution and attached with experience certificate as such.

**N.B.** No experience certificate will be countersigned if **confirmation proforma** is not attached, as required.

  
(Prof. Hazrat Ali)  
**Secretary**

**Copy to:**

1. All the Heads of Private Schools & Colleges, District Mardan, Swabi and Nowshera.
2. Controller of Examinations, BISE Mardan.
3. PS to Chairman, BISE Mardan.
4. PA to Secretary, BISE Mardan.
5. Web Master (to upload it on BISE, Mardan Official and Social Media Websites)

**TEACHING/ EXPERIENCE CONFIRMATION PROFORMA (MANDATORY)**  
**(FOR EMPLOYEES IN PRIVATE SCHOOLS & COLLEGES, AFFILIATED WITH BISE MARDAN)**

Dated: \_\_\_\_\_

This is to certify that Mr. /Ms. \_\_\_\_\_ S/D/O \_\_\_\_\_

CNIC No. \_\_\_\_\_ Address \_\_\_\_\_

has worked as \_\_\_\_\_ in our institute from \_\_\_\_\_ to \_\_\_\_\_

Name & Address of the Institution:- \_\_\_\_\_

Name of Principal/H.M:- \_\_\_\_\_ Contact No. \_\_\_\_\_

<b>Salary Detail Of The Last Three Months</b>			
<b>S. No.</b>	<b>Month</b>	<b>Year</b>	<b>Amount (Salary per Month)</b>
1.			
2.			
3.			

The attached experience certificate is submitted to the Academic Section, BISE Mardan for countersignature, please.

\_\_\_\_\_  
**SIGNATURE & OFFICIAL SEAL  
OF THE HEAD OF INSTITUTION**