

Certificate of Experience

[Certificate to be furnished by the Employer on letter head]

It is certified that Shri/Smt./Kum †_____ was working in this Organisation / Institution / Office holding _____ (Name of post) Technical / Non-technical post in a †Supervisory / Administrative / Executive / Teaching / Research / Clerical / Professional capacity in the pay scale of Rs. _____

2. His/her total experience in our Organisation/Institution / Office is as follows:

Sr. No.	Period From - to	Post held	Nature of appointment #	Nature of post*	Pay Scale	Last pay drawn
(1)						
(2)						
(3)						
(4)						
(5)						

State whether Daily Wages/Work Charged/Contract basis / Honorarium / Hour basis /Periodical / Part-Time / On Stipend / Visiting / Contributory / Without pay / Incharge / Additional charge / Ad-hoc / Regular / Temporary / Permanent / Apprentice / Internship.

* State whether Supervisory / Administrative / Executive / Teaching / Research / Clerical / Professional / Clinical / Law Practising / Others.

3. Certified that the Service particulars of Shri / Smt / Kum. †_____ Designation_____ given in application are correct and he/she possess educational qualification and experience mentioned in the advertisement.

4. It is also certified that there is no Disciplinary / Vigilance or any other case is pending or contemplated against Shri/Smt/Kum. †_____ and his / her integrity is beyond doubt.

5. No major/minor penalties have been imposed on him / her during his Service / Details of penalties imposed during his Service are as given in attached statement.†

6. The nature of duties performed by him/her during the period for which he holds the post(s) is detailed in the attached sheet.

7 †Certified that no break(s) is/ are given in his / her service **or** the exact dates of break(s) given in his service is / are from..... tofrom to, from to

8. Certified that in the event of selection of Shri/Smt/Kum.†_____ he/she will be relieved of his duties in this office.

9. Certified that the above mentioned experience posses by the employee is / was as per the experience prescribed in the respective advertisement.

Place :

Signature :

Date :

Designation :

Full Office Address :

Office Seal :

Encl. : 1) Nature of duties.
2) Details of penalties (if applicable).

Contact No.STD Code:-
Telephone No.:-

† Strike out which is not applicable