

Dt.....

EXPERIENCE CERTIFICATE

This is to certify that Shri/Smt./Ms. S/o, D/o, W/o is an employee of this organization and duties performed by him /her during the period are as under:

Name of Post held	From dd/mm/yy	To dd/mm/yy	Total Period dd/mm/yy	Nature of appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary, etc	Department/ Speciality/ Field Experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay scale and last salary drawn	Duties performed/ experience gained in brief in each post		Place of Posting		Worked at supervisory level/ middle management/ head of branch
(7)	(8)		(9)		(10)

2. It is certified that above facts and figures are true and based on service records available in our organisation.

Head of the Office / Organization

To,