



SHIVA INSTITUTE



98146-75255
92167-75255



508, AZAD NAGAR, S.W. ROAD, AMRITSAR. www.shivainstitute.co.in
AN ISO CERTIFIED APPROVED FROM NCT DELHI No. 1595
SINCE 2001 email: shivainstitute_1@yahoo.co.in

REF NO. 27781

DATED 23rd Nov. 2023

Experience Certificate

This is to certify that Rajwinder Kaur D/O Baljit Singh R/O H.No. 139, Gali No. 4, New Kot Atma Ram, S.W. Road, Asr. is working as **Senior Computer Operator** in this Institute from August 2020 to till date. She has proved her worth by her brilliant results. Her behaviour towards her colleagues is exemplary and praise worthy.

She has been drawing a salary of Rs 15000/- per month in Account. She is full time employee and is working 48 hours in a week. I wish her a bon of success in her future life. Her roles and responsibilities are:

- (a) To teach computer application to the students by covering various aspects of computer Education.
- (b) To teach the students regarding net working, programming, data entry graphic designing and various computer languages.
- (c) To prepare the lesson plans by covering various aspects of syllabus.
- (d) To make use of the lesson plans and other teaching aids available in the computer laboratory while teaching the students.
- (e) To teach the students about the handling of internet and its usage.
- (f) To organize demonstrations where needed for teaching the students so that the better results are achieved.
- (g) To conduct seminars and group discussion in the class as a part of teaching.
- (h) To prepare the test papers and conduct the tests for the students as scheduled in the programme.
- (i) To evaluate the answer sheets and to prepare progress reports of the students.
- (j) To assign computer projects as per the laid down policies to the students.

Anil Bedi
Director Shiva Institute



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TO WHOM IT MAY CONCERN

It is certified that Rajwinder Kaur D/O S. Baljit Singh is working as a Senior Computer Operator in this Institution Since August 2020. I am writing this letter of recommendation in support of a salary increment for an employee of our Institution, which is directly under my supervision as Senior Computer Operator. Currently she is taking 14200/- (Rs/- Fourteen Thousand two Hundred) per month cash in hand. Now I have evaluated Rajwinder Kaur performance and have deemed her worthy of a salary increase 800/- (Rs/- Eight Hundred)

She has displayed great work ethics and has never been late nor absent for the whole year. Her salary will be 15000/- (Rs/- Fifteen thousand) Per Month Now the salary will be transferred in her account. I am giving this recommendation behalf of my supervision as well as my knowledge.



Anil Bedi
Director Shiva Institute



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SALARY CERTIFICATE

It is certified that Rajwinder Kaur D/O Baljit Singh is working in my institute as a Computer Operator from August 2020 to till date. Her job is full time continuous and she is paid for her services on monthly basis. The details of the salaries which have been paid to her from joining the job in this institute are mentioned below:-

Pay Slip From May 2023 To October 2023

Time : 09:00 Am-06:00 Pm

Adhar No. 6758 0916 4811

Designation: Senior Computer Operator

Basic Salary	Month	Total Days	Day Attend.	Rec. amount
14200	May 23	31	26	14200
14200	Jun. 23	30	25	14200
14200	Jul. 23	31	26	14200
14200	Aug. 23	31	26	14200
14200	Sep. 23	30	25	14200
14200	Oct. 23	31	25	14200



Anil Bedi

Director Shiva Institute