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,