

## FORMAT FOR EXPERIENCE CERTIFICATE

### (ON LETTER HEAD OF THE ORGANIZATION)

This is to certify that Mr./Ms. \_\_\_\_\_ joined the services of this organization as \_\_\_\_\_ (Designation) on \_\_\_\_\_ (Date of Joining). The details of his/her employment are as under:

Period From	Period To	Designation	Nature of duties performed (clearly define the duties relating to the post applied for as mentioned in the advertisement)

**Name:** \_\_\_\_\_

**Designation & Department:** \_\_\_\_\_

**Organization's Seal:** \_\_\_\_\_

Date:

Place:

Note: The certificate on the above format should be issued by the Competent Authority on the letter head of the organization and a copy of the appointment letter from the said organization should be attached.