

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.