**Format of Experience Certificate**

This is to certify that Sh. / Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ joined the services of our

organization on \_\_\_\_\_\_\_\_\_\_\_\_\_as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Designation / Post).

At present, he / she is working in our \_\_\_\_\_\_\_\_\_ Department / Office / Branch as

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The details of various positions held by him / her during the tenure with our organization as under:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No | Designation | Whether Designation is Officer or Clerical | From Date | To Date | Permanent / Contractual | Job Profile / Portfolio (Nature of duties performed) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

If the employee has ever been placed under Disciplinary shadow (YES / NO): \_\_\_\_\_\_\_\_\_

Details of Adverse Report / Disciplinary Enquiry pending or contemplated, if any:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whether conduct of the employee in organization was Satisfactory (YES / NO): \_\_\_\_\_\_\_

Date: Name:

Place: Designation & Department:

Stamp:

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