

Official Letterhead of the Department / Institution]
(Name of Department / University / Board / Corporation)
(Address)
(Phone / Email)

EXPERIENCE CERTIFICATE FOR THE POST OF _____

No. _____

Date: [DD/MM/YYYY]

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Shri / Smt. _____, son/daughter of Shri _____, resident of _____, bearing _____ [EPF / ESI No., if applicable], was employed in this Department / Institution as _____ on a Regular / Contractual / Daily Paid basis(DPL) (as applicable) from _____ to _____. He/she has performed the duties relevant to the post of _____.

The above employee is/was engaged directly by this Department / Institution and is/was borne on the rolls/establishment of this Department / Institution during the aforesaid period.

His/her total experience on the aforesaid post up to the date of issue of this certificate is _____ Year(s) _____ Month(s).

He/she bears good moral character.

Verification Clause

The issuing authority certifies that the period of any unauthorised absence from duty has not been included in the total work experience mentioned above.

The issuing authority certifies that the particulars furnished in this certificate are true and correct as per the official records of this Department / Institution.

The University shall have the right to verify the particulars contained herein from the concerned office/establishment and to seek supporting records, including appointment/engagement orders, salary records, EPF records, ESIC records, attendance records, service records and any other relevant documents. In case any discrepancy is found, or the claimed experience is found not to satisfy the eligibility conditions prescribed in the recruitment advertisement, the University shall be competent to determine the admissibility of such experience.

Date: _____

Place: _____

Signature: _____

Name: _____

Designation: _____

Department / Section: _____

Official Seal / Stamp