

## CERTIFICATE OF EXPERIENCE

Name of the firm (Company/Corporation/Govt :  
Department/Co-operative Institutions etc.)

Register Number (SSI Registration or any other :  
Registration Number) and date of registration

Authority issued registration :

Issued to ..... (here enter  
name and address)

This is to certify that the above mentioned person has worked/has been working in  
this Institution as ..... (here enter name of the post held  
or the nature of assignment held in the capacity) on ..... per  
day/per mensem for a period of ..... years.....months  
..... days from ..... to .....

Place :

Signature with date

Date :

Name & Designation of the issuing authority  
with name of the Institution

(Office Seal)

## CERTIFICATE

Certified that Sri/Smt ..... mentioned in the above  
Experience Certificate has actually worked/is working as .....  
(Specify the nature of employment) in the above Institution during the period  
mentioned therein as per the entry in the .....

Register (mention the name of Register) maintained by the employer as per the  
provision of ..... Act (Name of the Act/Rules to be specified)

I am the authorised person to inspect the Registers kept by the employer as  
per the provision of the Act/Rules of the ..... State/Central  
Act.

Place :

Signature with date

Date :

Name of the Attesting Officer with  
Designation & Name of Office, who is the  
notified Enforcement Officer as per Act/Rules

(Office Seal)

### Note:

(1) Please specify the post held or nature of assignment, Casual Labourer,  
Paid/Unpaid Apprentice/Regular worker or Temporary worker.

(2) All Experience certificates should be duly certified by the concerned  
Controlling Officer/ Head of Office of the Government. The genuineness of the  
Certificate shall be subjected to verification and legal action will be taken against  
who issue and produce bogus certificate.