

Format of Experience Certificate

Name of the firm :
(Hostel recognized by the Social Welfare Department)

Register Number :
(SSI Registration or any other Registration Number) and Date of Registration.

Authority issued Registration:

CERTIFICATE OF EXPERIENCE

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 Warden on Rs..... per day/per mensum for a period of.....years.....months.....days fromto.....

Signature
Name and Designation of the Issuing
Authority with Name of the Institution

Place:

Date : (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 above
..... 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 authorized person to inspect the Register kept by the employer as per the provision of the Act/Rules of the..... State/Central Act.

Signature with date,
Name of Attesting Officer with
Designation and Name of Office
who is the notified Enforcement Officer as per Act/Rules.

Place:

Date:

(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 certificate shall 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 those who issue and produce bogus certificate.