



**Appendix- II**

**EXPERIENCE CERTIFICATE (On the official letter head of the Employer)**

Name –

Date of Birth of –

Name of Employer –

Type of Organisation (Government/Non-Government) –

Date of Joining-

Designation at the time of Joining –

Probationary / Training period –

Date of Confirmation in Service –

Areas worked:

**1. Designation 1, Work Area/ Department, From: *Month, Year* to *Month, Year*  
Responsibilities handled**

- *Responsibility 1*
- *Responsibility 2*
- *Responsibility 3*

**2. Designation 2, Work Area/ Department, From: *Month, Year* to *Month, Year*  
Responsibilities handled**

- *Responsibility 1*
- *Responsibility 2*
- *Responsibility 3*

**3. Designation 3, Work Area/ Department, From: *Month, Year* to *Month, Year*  
Responsibilities handled**

- *Responsibility 1*
- *Responsibility 2*
- *Responsibility 3*

10. Date of Leaving (if applicable) -

11. Reason for Leaving -

12. Current / Last Designation –

13. Total experience (as on 01.03.2020) - \_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days

This is certified that all the information provide above is correct to the best of our knowledge.

Name of the Employer  
Authorised Signatory, Stamp  
Date