

SPECIMEN OF
EXPERIENCE CERTIFICATE
(To be typed/printed on Letter Head of Ministry/Division/Department/Organization/Firm)

Certified that Mr./Miss/Mrs.....
has been/is employed in this Ministry/Division /Department / Firm/Organization as.....
from.....to.....(dates) **whole time/part time/honorary basis/contract basis/daily wages.** The work of Mr./Miss/Mrs.....while employed in this Ministry/Division/
Department/Firm/Organization was/is satisfactory. The duties/job specifications are/were as follows:-

- (1)
- (2)
- (3)
- (4)
- (5)

Date of Issue.....

Signature.....
Name of Issuing Authority.....
.....
Designation.....
BPS (or Equivalent).....
Office Stamp/Seal.....
Phone No.....

FOR PRIVATE ORGANIZATION

CNIC No.

-

(Issuing Authority)

Name:

Address:

..... Phone No.

- Note : (i) Experience certificate must be issued under the signature of an officer at least one step higher than the post applied for. For example in case of a candidate for a post of BS-17, the experience certificate must be issued under the signature of head of the department/an officer of BPS-18 or equivalent as the case may be.
- (ii) In case of a candidate who served/is serving in a private Firm/Organization, experience certificate must be issued under the signature of Chief Executive/Head of Private Firm/Organization with CNIC No. address, Phone Nos.
- (iii) Experience certificate must be issued on the official letter pad with reference/file No. and date of issue and it should be duly stamped with full address. Telephone No. should also be indicated, failing which the experience certificate will not be acceptable.
- (iv) In case of more than one employer each experience certificate must be on the pattern as given above to derive the authentication/period of relevancy/irrelevancy of the job.