

**SPECIMEN OF  
EXPERIENCE CERTIFICATE**

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

Certified that Mr./Miss/Mrs. Mirza Ali Gohar Baig 3/o Mirza Sultan Baig.....  
has been/is employed in this Ministry/Division /Department / Firm/Organization as Assistant (BS-16).....  
from 05-01-2017 to till date.....(dates) whole  time/~~part~~ ~~time/honorary~~ ~~basis/contract~~  
~~basis/daily wages~~. The work of Mr./Miss/Mrs. Mirza Ali Gohar Baig while employed in this Ministry/Division/  
Department/Firm/Organization was/is satisfactory. The duties/job specifications are/were as follows:-

- (1) Office management.....
- (2) Supervision of administrative staff of the centre.....
- (3) To prepare budget, excess surrender, Reconciliation and.....
- (4) Procurement and record keeping.....
- (5) Any other assignment by the head of the centre.....

Date of Issue 13-10-2020

Signature [Signature].....  
 Name of Issuing Authority.....  
Section Officer (Estt.)  
 Designation Govt. of the Punjab,  
Social Education Department  
 BPS (or Equivalent).....  
 Office Stamp/Seal.....  
 Phone No.....

<b>FOR PRIVATE ORGANIZATION</b>											
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 Officer (CEO)/ Director (Admn/HR)/ Manager (HR) of Private Firm/ Organization with his CNIC No., Address and 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.
- (v) Experience Certificate only of firms/ companies/ institutions/ organizations/ banks/ NGOs etc., well known nationally or internationally, have appropriately been registered/ incorporated with concerned government department/ institution for doing business, maintain office(s) and have proper registration number/ reference number, where applicable, is acceptable.