

GOVERNMENT OF THE PUNJAB SPECIAL EDUCATION DEPARTMENT
31- SHER SHAH BLOCK, NEW GARDEN TOWN, LAHORE

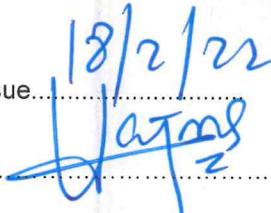
ANNEX-A

EXPERIENCE CERTIFICATE

NO.....

It is certified that **Mr. Muhammad Junaid S/O Ghulam Murtaza CNIC 36304-7381084-3** has been employed in this Department as **Assistant (BS-16)** from **10-10-2017** to **18-02-2019** whole time/ contract basis. The work of **Mr. Muhammad Junaid** while employed in this Department was satisfactory. The duties/job specifications were as follows:-

- (1) Office Administration
- (2) File Management, Record keeping
- (3) Information Management

Date of Issue..... 18/2/22
Signature..... 
Name of Issuing Authority.....
Designation.....
BPS (or Equivalent).....

Section Officer (Estt.)
Govt. of the Punjab,
Special Education Department

Office Stamp/Seal.....
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.