

**Name of Post : Assistant Information Officer**  
**Department : Information and Public Relations**  
**Cat.No. : 534/2017**

**CERTIFICATE OF EXPERIENCE**

Name of Firm (Company/Corporation/  
Govt. Department/Co-Operative Institution etc.) :  
Registration Number [SSI Registration or any  
other Registration Number and Date of Registration] :  
Authority from where registration obtained :

Issued to Sri/Smt. ....(here enter name and address of the candidate).This is to certify that the above mentioned person has worked/is working in the Institution as ....(here enter the name of post hold or held)as Regular worker/ Temporary worker/ Apprentice/ Trainee/ Casual Labourer(Strike off whichever is not applicable) on Rs.....per day/ per mensem for a period of.....years..... months.....days from. ....to.....

Place:  
Date:

Dated Signature,Name and  
Designation of the issuing Authority  
with name of institution

(Office Seal)

**DECLARATION**

Certified that Sri/Smt.....mentioned in the above experience Certificate has worked/is working as .....(specify the name of post held and nature of employment) in the above institution during the period mentioned therein as per the entry in the above ..... register (Name of the register to be specified) maintained by the employer as per the provision of the..... Act (Name of Act/Rules to be specified).Also certified that I am the authorized officer to inspect the registers kept by the employer, as per the provisions of the .....Act/Rules of the State/Central Government.

Place:  
Date:

Dated Signature,Name of Attesting  
Officer with designation and Name of office.

(Office Seal)

Note:(1) Proof reading and similar items of works in a Newspaper office not involving original writing will not be considered as Journalistic experience.

(2) The veracity of the experience certificate will be subjected to scrutiny and legal action will be initiated against those who issue and candidates who produce bogus certificate. The experience certificate should be got attested by an authorized officer of the State/Central Government.