

**EXPERIENCE CERTIFICATE**

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/De-  
partment/Firm/Organization was/is satisfactory. The duties/job specifications are/were as follows :—

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

Date of Issue.....

Name of Issuing Authority.....

<b>FOR PRIVATE ORGANIZATION</b>
CNIC NO. .... (Issuing Authority)
Address: .....
..... Phone No. ....

.....

Designation.....

BPS (or Equivalent).....

Office Stamp/Seal.....

- 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 BPS-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 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.
  - (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.

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