

**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.....

<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.