



Punjab Public Service Commission

EXPERIENCE CERTIFICATE

Certified that Mr./Miss/Mrs. _____ has been/is employed in _____ Department/Organization as _____ from _____ to _____ on regular/acting charge/officiating/ad-hoc/current charge/contract basis. The detail of his/her experience is as under:-

Designation	Pay Scale/ Lumpsum Pay (Attach last pay slip)	Field/Nature of Experience	Duration	
			From	To

Mode of payment of salary	Cheque	Account Number with Name of Bank
	Cash	Copies of the Register for first payment & last payment.

NOTE:

- (i) Please specify clearly the field of experience such as teaching Physics and nature of experience such as Regular/Acting Charge/Officiating/Ad-hoc/Current charge or Contract.
- (ii) In case of Private entity, Registration Certificate of the Firm/Institution/Organization issued by the SECP, Registrar of Firms or any other Regulatory Authority shall be submitted.
- (iii) The experience gained as on daily basis, part time, visiting, honorary and apprentice shall not be considered/ counted.

His/Her duties/job specifications are/were as follows:-

(Give complete description including research work if involved. May attach an additional sheet if required.)

The work of incumbent while employed in this Department/Organization was/is

Satisfactory	Unsatisfactory
---------------------	-----------------------

(Please tick the relevant box)

No. _____

Name & Designation of Issuing Authority with official stamp/seal

Date: _____

Telephone No. _____

Address _____

NOTE:

- (i) Experience certificate of regular appointment must be issued by the Head of Institution/Organization/ Department.
- (ii) Experience certificate on Regular/Acting Charge/Officiating/Ad-hoc/Current charge or Contract basis must be issued by the Appointing Authority.
- (iii) In case a candidate has served or is serving in a Private Firm/Organization, Experience Certificate must be issued under the signature of Chief Executive/Head of Private Firm/Organization.
- (iv) Experience Certificate issued other than the prescribed form (PPSC-4) containing complete information i.e. nature of experience, designation, telephone number, date of issue, full address, duly stamped and signed by the Competent Authority on the official letter pad shall be submitted. Vague, incomplete and tampered Experience Certificates shall be rejected.
- (v) In the case of Barrister or an Advocate of High Court and the Courts subordinate thereto, or a pleader, the exact period during which he/she practiced at the Bar shall be mentioned. This Certificate shall be signed by the President District Bar Association and duly countersigned and stamped by the District and Sessions Judge concerned.