

**GOVERNMENT OF INDIA  
MINISTRY OF TEXTILES  
WEAVERS' SERVICE CENTRE  
O/o DEVELOPMENT COMMISSIONER FOR HANDLOOMS  
15-A, MAMA PARMANAND MARG  
MUMBAI - 400004  
TEL -022-23610013/23691238/23610923  
FAX-022-23625626/23610013**

**Advertisement No. WSCM/1/18**

Applications are invited from the eligible candidates for filling up of the following General Central Services Group 'C' Non-Gazetted, Non-Ministerial posts on Direct Recruitment basis for posting initially at anyone of WSCs viz. Mumbai, Ahmedabad, Indore, Nagpur and Raigarh but likely to be transferred to anywhere in India. Details are as under:

S. No.	Nomenclature of the posts with Pay Band and Grade Pay	No. of posts and Roster position	Age for Direct Recruitment	Educational qualification and other qualification for Direct Recruitment	Brief description of the job requirement and nature of duties of the post
01.	Staff Car Driver Pay Matrix Level-2 Rs. 19900-63200/-	01 (UR-1)	Not exceeding 27 years (Relaxable for Govt. Servants up to the age of 40 yrs and in accordance with the instructions or orders issued by the Central Govt.) <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Islands and Lakshadweep)	<b>Essential:-</b> (i) Matriculation from a recognized Board. (ii) Possession of a valid driving license for motor cars. (iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle). (iv) Experience of driving a motor car for at least three years. <b>Desirable:-</b> (i) Three years' service as Home Guard/Civil Volunteers. <b>Note:-1</b> The Qualification is relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified. <b>Note:-2</b> The qualification(s) regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these	To drive office vehicle, as per the direction of officer.

				communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.	
02.	Senior Printer Pay Matrix Level-5 Rs.29200- 92300/-	01 (UR-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 yrs.) <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)	<b>Essential:-</b> 1. Matriculation from a recognized Board or Industrial Training Institutes (I.T.I.) Diploma with Textile Printing or Screen printing or Fabric Printing or Block Printing Trade. Should have eight years' experience in block or screen printing or Dyeing or Processing house or in a Printing Unit of repute. <b>Note:-1</b> The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. <b>Note:-2</b> The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. <b>Desirable:-</b> Three Years Diploma in Textile Chemistry or three Years Diploma in Handloom Technology or Diploma in Handloom and Textile Technology or One year Post Diploma in Textile Chemistry from a recognized institution.	1) To carry out experiments in various type of printing with new designs. 2) To carry out experiments in the traditional methods of printing. 3) To carry experiments in Printing (Block Screen Resist etc. ) in particular with pastes and dyes. 4) Making all types of blocks suitable for hand printing. 5) To guide the trainees. 6) To undertake experiments involving new blocks in printing/screen. 7) Block/Screen making for hand printing.

03.	Junior Weaver Pay Matrix Level-5 Rs. 29000- 92300/-	01 (UR-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 yrs) <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)	<b>Essential:-</b> 1) Matriculation from a recognized Board and should have eight years experience of looms setting and weaving of different types of fabrics and designs in a organization of repute. (2) Should be well versed in all the methods of preparatory processes for weaving. <b>Note:-1</b> The qualification is relaxable at the discretion of the Competent Authority in the Case of candidate otherwise well qualified. <b>Note:-2</b> The qualification (s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribe if at any stage of selection, the Competent Authority of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. <b>Desirable:-</b> Three Year Diploma in Handloom Technology or Diploma in Handloom and Textile Technology from a recognized institution of repute or two years Certificate Course in Handloom weaving (Upper & Lower Course, which should be recognized by State Government)	1. To assist new weaving designs 2. To weave different types of fabrics in designs. 3. To prepare samples warps.
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04.	Attendant (Weaving) Pay Matrix Level-1 Rs. 18000- 56900/-	02 (UR-2)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 yrs.) Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)	<p><b><u>Essential:-</u></b></p> <p>1) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I). Diploma in Textile Weaving or Winding Trade from a recognized Institution of repute; and</p> <p>(2) Should have two years experience in a reputed Handloom or Textile Weaving unit and should be well versed in different methods of Winding, Warping and Sizing of silk, cotton and woollen yarns or Short term training course of not less than four months from Weavers Service Centre or Indian Institutes of Handloom Technology in Weaving discipline with one year experience in a reputed Handloom or Textile Weaving Unit.</p> <p><b><u>Note-1</u></b> The qualification is relaxable at the discretion of the Competent Authority in the case of candidate otherwise well qualified.</p> <p><b><u>Note-2</u></b> The qualification (s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them</p> <p><b><u>Desirable:-</u></b> Preference will be given to those experienced in book binding, sample cutting and making booklets.</p>	<ol style="list-style-type: none"> <li>1. To cut and prepare samples.</li> <li>2. To prepare sample booklets.</li> <li>3. To assist in sizing of yarn.</li> <li>4. To assist in winding of warp and weft.</li> <li>5. To assist in warping/winding/ jala lifting.</li> </ol>
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05.	Attendant (Processing) Pay Matrix Level-1 Rs. 18000- 56900/-	01 (UR-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 yrs.) Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)	<p><b><u>Essential:-</u></b></p> <p>1. Matriculation from a recognized Board Or <b>Industrial Training Institutes (I.T.I)</b> Diploma in Textile Dyeing or Printing or Fabric Printing or Screen Printing Trade.</p> <p>2. Should have two years experience in a reputed Dyeing or Processing house or Short term training course of not less than 4 months from Weavers Service Centre or Indian Institutes of Handloom Technology in Dyeing and Printing with one year experience in a Dyeing and Processing house or Handloom Printing unit of repute.</p> <p><b><u>Note-1</u></b> The qualification is relaxable at the discretion of the Competent Authority in the case of candidate otherwise well qualified.</p> <p><b><u>Note-2</u></b> The qualification (s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribe if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them</p>	<p>1)To attend to the work of the processing section.</p> <p>2)To assist in the semi manual labour involved in the processing section.</p> <p>3)To assist in dyeing and printing section in dyeing the yarn in the dye-vats and later attending to the washing, hydro-extracting and dyeing.</p>
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### **ELIGIBILITY FOR APPLICANTS :**

Applicants must fulfill the educational qualification, experience and age limit and other criteria for the post applied for, as on the last date of receipt of the applications, failing which the application shall be summarily rejected and no correspondence will be entertained in this regard. Candidates are, therefore, advised to satisfy themselves before applying for the post(s) that they possess the requisite essential qualification and experience. The prescribed essential qualifications are the bare minimum and mere possession of the same does not entitle candidates to be called for the Written Test/Practical Test/

Selection. **The candidates who are willing to apply for more than one post are required to submit a separate application against each post in the prescribed format.**

### **AGE RELAXATION FOR GOVERNMENT SERVANTS/SC/ST/OBC's/others:**

The upper age limit is relaxable for Government servants upto 10 years. The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised. The above concession will be admissible only where an employee has rendered not less than three years continuous service under Government. The relaxation of age limit and other concessions for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Govt. from time to time.

### **SCHEME OF SELECTION :**

Selection of the aforesaid posts will be on the basis of written and practical test, which will be conducted by a duly constituted Selection Committee. However, if the number of applications received for a particular post is large, then the appointing authority reserves the right to lay down any criteria for the purpose of short listing of the candidates for selection tests.

### **LAST DATE OF RECEIPT OF APPLICATIONS :**

Application in the prescribed format (**Annexure-I**) must reach by Speed Post/Registered Post along-with self-attested photocopies of all certificates for age, educational qualification, experience and SC/ST/OBC/PH Certificates, if any etc. to the office of **Director(WZ), Weavers' Service Centre, 15-A, Mama Parmanand Marg, Mumbai- 400 004** within 45 days (52 days in respect of the candidates residing in NE Region including Sikkim, Jammu & Kashmir, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep) **from the date of publication of the advertisement of the above vacancies in the Employment News. As such, the last date of receipt of application will be 03.09.2018 and 10.09.2018 in respect of the candidates residing in NE Region including Sikkim, Jammu & Kashmir, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).** The serving employees must send application through their respective employer; otherwise, their applications shall be summarily rejected. Application received after the last date or without relevant documents shall be summarily rejected and no correspondence in this regard will be entertained. **This Office shall not be responsible for any postal delay.**

The decision of the Appointing Authority in all respect relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination/test etc. will be final and no enquiry/correspondence will be entertained in this regard.

**Note:**

- 1) The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep.
- 2) Candidates should note that only the date of birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent examination will be accepted and no subsequent request for its change will be considered or granted.
- 3) Candidates claiming OBC status may note that certificate on creamy layer status in the prescribed format (**Annexure-II**) should have been obtained within **3 years** before the closing date.
- 4) Candidates claiming to belong to one of the Scheduled Caste or Scheduled Tribes should submit in support of his claim an attested/certified copy in the prescribed format (**Annexure-III**), from the District Officer or the Sub-Divisional Officer or any other officer as listed in the format.
- 5) **Candidates are required to submit Experience Certificate in the prescribed format (As per Sr. No.12 of Annexure-I) for all periods of working experience claimed whether in Private/Cooperative or in Government Sector. (It is mandatory to furnish the experience in prescribed Experience Certificate Format (as given below Sl. No.12 of Annexure-I) on the Letter Head of concerned Firm/Organisation failing which the application is liable to be rejected.**
- 6) Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction in Mumbai.
- 7) No application seeking information under RTI Act shall be entertained till completion of selection process.

**Annexure I**

Paste recent passport size photo duly attested by the applicant.

**Format of application**

**Advertisement No.**.....

- 1. Name of the post applied for.....
- 2. Name of the Candidate (**In Block Letters**)

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- 3. Father's/Husband's Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

- 4. Employment Exchange Card No, if any .....
- 5. Correspondence Address with Phone No.

<b>P</b>	<b>I</b>	<b>N</b>																																		
<b>S</b>	<b>T</b>	<b>A</b>	<b>T</b>	<b>E</b>																																
<b>C</b>	<b>O</b>	<b>N</b>	<b>T</b>	<b>A</b>	<b>C</b>	<b>T</b>	<b>N</b>	<b>O.</b>																												

- 6. Permanent address:

<b>P</b>	<b>I</b>	<b>N</b>																																			
<b>S</b>	<b>T</b>	<b>A</b>	<b>T</b>	<b>E</b>																																	

- 7. Nationality .....
- 8. Category SC/ST/OBC/PH/Others).....
- 9. Date of Birth  
 (a) In figures 

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                   D   D   M   M   Y   Y   Y   Y  
 (b) In Words .....
- 10. Sex.....



11. Education/Professional Qualification possessed/examination passed (duly supported by certificates)

Name of the Examination Passed	Subjects	Name of the Institute/Board/University	Regular/ Correspondence	Date of declaration of result	Percentage

12. Work Experience (If any) (in chronological order) duly supported by experience certificates in the prescribed format.

S. No.	Name & full address of Institution/ Establishment	Govt./Semi Govt./ Private	Designation	Nature of duties performed	Salary drawn	From	To	Duration of Service		
								Y	M	D

**DECLARATION**

I do hereby declare that the following information furnished in the format towards support of my age, educational qualification, experience, category and other particulars in connection with my candidature for the post of ..... in any WSCs falling under West Zone is true and correct to the best of my knowledge and belief. In case, any information found false or incorrect in future, my candidature is liable to be treated as cancelled and my employment terminated forthwith.

**Place:**

**Signature of the candidate**

**Date:**

List of copies of documents enclosed

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Annexure-II**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

[Govt. of India, Department of Per & Trg. OM No.36033/28/94-Estt(Res)dated 02.07.1997]

This is to certify that \_\_\_\_\_  
son/daughter of \_\_\_\_\_ Vill. \_\_\_\_\_  
\_\_\_\_\_ District/Division \_\_\_\_\_ in the  
\_\_\_\_\_ State belongs to the \_\_\_\_\_ community which is  
recognized as a backward class under:-

- (i) Government of India, Min of Welfare, Resolution No.12011/68/93-BCC© dated the 10 September 1993 published in the Gazette of India, Extraordinary, Part I, section-1, No.186 dated the 13<sup>th</sup> September 1993.
- (ii) Government of India, Min of welfare, Resolution No. 12011/9/94-BCC dated the 19<sup>th</sup> Oct. 1994, published in the Gazette of India, Extraordinary, Part-1, section No.163, dated the 20<sup>th</sup> October, 1994.
- (iii) Government of India, Min of Welfare, Resolution no.12011/7/95-BCC dated the 24<sup>th</sup> May 1995, published in the Gazette of India, Extraordinary, Part-1, section1, No.88, dated the 25h May 1995.
- (iv) Government of India, Min of Welfare, Resolution No.12011/44/96-BCC dated the 6<sup>th</sup> December 1996, published in the Gazette of India, Extraordinary, Part-1 Section-1, No.210, dated the 11<sup>th</sup> December 1996.

Shri \_\_\_\_\_ and or his family ordinary resides in the \_\_\_\_\_  
District/Division \_\_\_\_\_ State. This is to also certify that he/she does not  
belong to the persons/sections(CREAMY LAYER) mentioned in column 3 of the  
Schedule to the Government of India, Department of Personnel and Training, OM  
No.36012/22/93-Estt(SCT) dated 08.09.1993.

**Dated:**

**Seal**

**District Magistrate/  
Deputy Commissioner etc.**

**Annexure-III**

**(FORMAT OF THE CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town\* on District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ Belongs to the Caste/Tribes\* \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under :-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Castes) Union Territories order, 1951\* \_\_\_\_\_

The Constitution (Scheduled Tribes) Union Territories order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes order, 1956 \_\_\_\_\_

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order(Amendment Act) 1976\*

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order, 1962

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order, 1962@

The Constitution (Pondicherry) Scheduled Castes order, 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) order, 1967@

The Constitution (Goa, Daman & Diu) Scheduled Castes order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes order, 1968@

The Constitution (Nagaland) Scheduled Tribes order, 1970@

The Constitution (Sikkim) Scheduled Castes order, 1978@

The Constitution (Sikkim) Scheduled Tribes order, 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes order, 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (SC) orders (Amendment) Ordinance, 1996

%2.Application in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/Mother \_\_\_\_\_ of

Shri/Shrimati/Kumari\* \_\_\_\_\_ of village /town\* \_\_\_\_\_ in District/Division \* \_\_\_\_\_

of the State/ Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribes which is recognized as a Scheduled Castes/Scheduled Tribes in

the State/Union Territory issued by the \_\_\_\_\_ dated \_\_\_\_\_.

%3.Shri/Shrimati/Kumari and or\* his/her family ordinarily reside(s) in

village/town\* \_\_\_\_\_ of

\_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

\_\_\_\_\_

**Place** \_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Designation** \_\_\_\_\_

(with seal of office)

\*Please delete the words which are not applicable.

@Delete quote specific presidential order.

% Delete the paragraph which in not applicable.

**NOTE:** The term ordinary reside(s) used here will have the meaning as in section 20 of the Representation of the people Act, 1950.

\*\* List of authorities empowered to issue Caste/Tribe Certificate:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue officers not below the rank of Tehsildar.
- (iv) Sub- Divisional Officers of the area where the candidate and/or his family normally resides.\

**NOTE:** ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**Annexure-IV**

**The form of Certificate to be produced by Government servants for claiming Age concession**

**(Letter Head of the Institution/Issuing Authority)**

This is to certify that Shri/Ms....., S/o,D/o,W/o  
Shri..... is a regularly appointed an employee of this Organization/  
Department/Ministry and duties performed by him/her during the period (so are as under:-

Certified That:

(a)Shri/Smt/Kum..... holds substantively a  
permanent post of .....in the  
Office/Department of .....with effect  
from.....

(b)Shri/Smt/Kum..... has been continuously in  
temporary service on a regular basis under the Government in the post of  
..... in the  
Office/Department  
..... with effect from .....

Signature.....

Name.....

Designation.....

Ministry/Office.....

Address.....

Office SEAL.....

Place:

Date:

**\*Strike out whichever is not applicable.**

**EXPERIENCE CERTIFICATE**

**(The form of certificate to be produced by candidates for claiming experience)**

**Letter Head of the Institution/Issuing Authority**

Name of Organisation

Address of the Organisation

Dated .....

This is to certify that Shri/Ms.....S/o, D/o, W/o Shri ..... was/is an employee of this Organisation/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of Post head	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of Appointment/Permanent/Regular/Temporary/Part time/Guest/Honorary etc.	Department/Specialty/Field of Experience
1	2	3	4	5	6
Pay Scale & Last Salary Drawn	Duties performed/Experience gained in brief in each post(please give details. If need be, in attached sheet duly signed with seal				Place of posting
7	8				9

2. It is certified that above facts and figures are true and based on service records available in our Organisation/Department/Ministry.

Signature.....

Name of Competent Authority.....

Stamp of Competent Authority.....