



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सुरत  
**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT**  
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्था, सुरत  
(Established by the Government of India under NITSER Act.)  
P.O. ICHCHHANATH, SURAT-395 007, GUJARAT, INDIA  
Website: <http://www.svnit.ac.in>

Advt No. Estt. /2022/Gr\_C1/2007

Date: October 17, 2022

**RECRUITMENT FOR NON-TEACHING POSITIONS**

Sardar Vallabhbhai National Institute of Technology Surat (SVNIT) was established by the Government of India by an Act of Parliament, offering UG, PG and Ph.D. Programs in Engineering/ Technology and Sciences. The Institute is in search of bright, dynamic, experienced, qualified, and suitable Indian Nationals to cater the Institute's requirement. The Institute invites online applications for the following Non-teaching positions on direct recruitment in various departments/ sections of the Institute:

Sl. No	Name of the Post (s)	Pay Level (as per 7 CPC)	No of Vacant Posts					Total	Upper Age Limit
			UR	SC	ST	OBC-NCL	EWS		
1	Pharmacist	Pay Level 05 [PB-1 & GP Rs 2800]	01	00	00	00	00	01	27
	<b>Total</b>		<b>01</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>01</b>	

The eligibility criteria for the above posts is as per Recruitment Rules of NITs (2019) and as updated from time to time by Ministry of Education, Govt. of India. For details regarding the online Application Form, Educational Qualifications, Experience, other requirements and terms & conditions for these positions, please visit the Institute website <http://www.svnit.ac.in>. The number of Posts may vary at the time of final selection / recruitment.

The recruitment notice for the post advertised vide advertisement no. Estt. / 2021 / Pharmacist /3058 dated 02.03.2021 for which the recruitment process has not been completed is cancelled vide Notice No.E/Rect.(2021)/1165 dated 14.10.2022. The interested applicant who has applied earlier may apply afresh.

The interested candidates may apply online through the Institute website <http://www.svnit.ac.in> and send the filled in downloaded online application form duly signed alongwith self-attested documents viz. relevant testimonials, certificates, payment receipts etc. by speed/ registered posts to the Deputy Registrar (Establishment), Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Dumas Road, Surat – 395 007, Gujarat, The applications received through any other mode shall not be accepted and summarily rejected. **The last date for submission of online application is December 02, 2022 till 5.00 p.m. and receipt of downloaded signed completed application at SVNIT Surat is December 12, 2022.**

-sd/-  
REGISTRAR



Advt No. Estt. /2022/Gr\_C1/2007

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Sl. No	Name of the Post (s)	Pay Level (as per 7 CPC)	No of Vacant Posts					Total	Upper Age Limit	Eligibility Criteria
			UR	SC	ST	OBC-NCL	EWS			
1	Pharmacist	Pay Level 05 [PB-1 & GP Rs 2800]	01	00	00	00	00	01	27	Annexure - I
	<b>Total</b>		<b>01</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>01</b>		

**Instructions to the Applicants:**

The interested eligible candidates may apply ONLINE through the Institute website <http://www.svnit.ac.in>. The recruitment notice for the post advertised vide advertisement no. Estt. / 2021 / Pharmacist /3058 dated 02.03.2021 for which the recruitment process has not been completed is cancelled vide Notice No.E/Rect.(2021)/1165 dated 14.10.2022. The interested applicant who has applied earlier may apply afresh. The filled in downloaded online application form duly signed alongwith self-attested documents viz. relevant testimonials, certificates, payment receipts etc. must be sent by speed/ registered posts to the Deputy Registrar (Establishment), Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Dumas Road, Surat – 395 007, Gujarat so as to reach within prescribed due date failing which, their candidature will not be considered. The Institute will not be responsible for any postal delay. The Applicants desirous of applying for more than one position, need to apply separately for each position with relevant enclosures for each posts. **The last date for submission of online application is December 02, 2022 till 5.00 p.m. and receipt of signed completed application form at SVNIT Surat is December 12, 2022. The Envelope containing the application form must be superscribed as 'Application for the post of .....Application ID No.....'**

**1. Essential/ Desirable Qualification, Age and Experience:**

The essential/ desirable qualifications, age and experience for the above posts are as per Recruitment Rules (2019) for Non-teaching staff in NITs, available at **ANNEXURE-I**. The applicants are advised to refer the same before filling the online application form.

**2. Age Limit and applicable Relaxation:**

- Maximum age limit for each post shall be as per Recruitment Rules of NITs.
- Persons currently engaged at SVNIT, Surat on Ad-hoc /Temporary / Contractual / Outsourced basis engaged through various service provider and institute daily wages basis having engaged one year of service at SVNIT Surat, are allowed **one-time age relaxation upto the age of 56 years**, to participate in this regular recruitment process for the posts for which they fulfill all other conditions including educational qualifications mentioned in the Recruitment Rules (2019), subject to the following conditions:

- i. The relaxation will be applicable only for participation in this regular recruitment process only.
  - ii. No relaxation in qualification and experience will be allowed under any circumstances.
  - iii. Relaxation in age is upto 56 years will be allowed only to the persons those are working/serving at SVNIT, Surat on Ad-hoc /Temporary / Contractual / Outsourced basis engaged through various service provider and institute daily wages basis having one year of service at SVNIT Surat on the date of advertisement.
  - iv. The crucial date for determining the maximum age limit shall be the last date of submission of online applications under this advertisement.
  - v. The relaxation granted if any shall only to allow these persons to participate in the selection process and will not be claimed as a matter of right for appointment to any post at SVNIT Surat.
- (c) Age relaxation for PwD/ Ex-Servicemen applicants shall be applicable as per Government of India norms. No relaxation would be applicable to other candidates applying for Unreserved (UR) vacancies.
- (d) The crucial date for determining the maximum age limit shall be the last date of submission of online applications under this advertisement.
- (e) Only the date of birth as indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted.

### **3. General Instructions:**

- I. Applicants are advised to apply and submit separate applications against each post in the prescribed manner and pay the processing fee separately.
- II. The earlier Advertisement(s) for the post(s) for which recruitment process have not been completed is cancelled. The applicants who have applied against the earlier advertisement may claim refund of their application fees after submission of requisite online application form. The link for online application form for refund of fees shall be provided in due course of time. The last date for submission of requisite online application form is 21<sup>st</sup> November 2022. The fee will be refunded after submission of requisite information by the stipulated date.
- III. The Institute shall retain data of online application of shortlisted/non-shortlisted candidates only upto three months after the date of completion of the recruitment process.
- IV. It is the responsibility of the applicant to assess his/her own eligibility to the post(s) for which he/she is applying in accordance with the Advertisement. If it is found at any time in future, that during the process of selection or even after appointment the applicant was not eligible as per the prescribed RRs which could not be detected at the time of selection for whatever reason; his/her candidature / appointment shall be liable to be cancelled / terminated immediately.
- V. The Number of posts shown above may change and may vary at the time of personal selection/recruitment. The Institute reserves the right not to fill any/all posts advertised and to reject any/all application without assigning any reason.
- VI. Applications that are not in prescribed form / without relevant supporting enclosures may be rejected. No correspondence will be entertained in this regard.
- VII. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel any/all communication made with the applicants.

- VIII. The period of Experience rendered by a candidate on part-time basis /daily wages or as visiting / guest faculty will not be counted while calculating the valid experience for shortlisting the candidates to appear for Selection Test/ Interview.
- IX. The Caste/Tribe/Community certificates in the proforma prescribed and issued by the DOPT, Govt. of India vide letter no.F.No.36028/1/2014-Estt. (Res.) dated 3<sup>rd</sup> September, 2015 will only be accepted as sufficient proof in support of an applicant's claim to belong to Schedule Caste/ Schedule Tribe. The SC and ST certificates must be produced in the prescribed proforma (**Annexure-II [A]**).
- X. The persons with benchmark disability (PwD), as indicated against various item(s) in the vacancy details, can apply to the respective posts even if the post is not reserved for them but has been identified as suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. The disability certificate must be produced in the prescribed proforma (**Annexure-II [B]**).
- XI. Ex-Servicemen applicants shall require to submit the certificates in the prescribed proforma for availing age relaxation, if any, as per rules (**Annexure-II [C]**).
- XII. The person employed on regular employment in Government and Semi-Government Organizations, Public Sector, autonomous bodies of Govt. of India or the State Government must apply through proper channel. In such cases, the candidates are advised to send an advance copy so as to reach before the stipulated time limit. In such cases, the applicants are required to bring No Objection Certificate / Copy of forwarding letter from his/her employer at the time of appearing Screening Test/ Trade Test.

XIII. **Documents/ Certificate to be enclosed/produced:**

The following documents/certificates, in original along with one set of photocopies, are required to be brought along with a printout of the online application and receipt/proof of online application processing fee deposited, at the time of appearing in the selection process:

- a) Matriculation / 10<sup>th</sup> Standard or equivalent certificate indicating date of birth.
- b) Higher Secondary / Class XII (or equivalent) Board Certificate and Marks-sheet.
- c) UG / PG Degree / ITI / Diploma certificate (whichever is applicable) along with mark sheets pertaining to all the academic years
- d) SC/ST certificate issued by the competent authority (**Annexure-II [A]**).
- e) Divyaang (PwD) applicants shall be required to produce the Disability Certificate (**Annexure-II [B]**).
- f) Ex-Servicemen applicants shall be required to submit the certificates in the prescribed proforma (**Annexure-II [C]**).
- g) No Object Certificate issued from the existing employer, if applicable
- h) Experience Certificate(s) from the Head(s) of Organization(s) as per (**Annexure-III**)
- i) Photo identity card (in original, such as Aadhaar Card / Passport / Driving License / Voter ID Card).
- j) The supporting documents for claiming the past experiences at different levels.
- k) Any other relevant documents in support of the entries filled in the application form
- l) In case if the qualification is not strictly as per the RR, the candidates are required to provide equivalency certificate from respective board/university.

- m) Equivalence certificate in case of result having CGPA from respective Institute. In case of non-availability conversion formula from CGPA/OGPA to percentage from respective Institute / university, the conversion from CGPA (10-point scale) into percentage will be considered as CGPA (10-point scale) x 10 = percentage of marks.
- XV. Notwithstanding anything contained, the guideline of recruitment rules, as communicated by Department of Higher Education, MHRD (Now, Ministry of Education (MoE)), Govt. of India vide **letter No. F.35-5/2018 - TS.III, dated 4<sup>th</sup> April, 2019** will be applicable. However, any modification in the uniform Recruitment Rules as notified by Ministry of Education, GoI will be finally applicable.
- XVI. Any addendum/corrigendum and related notifications will be published at the Institute website: <http://www.svnit.ac.in> only. Applicants are advised to regularly visit the Institute website for any update/notification.
- XVII. Legal disputes, if any, with Sardar Vallabhbhai National Institute of Technology, Surat will be restricted within the Jurisdiction of Surat only.

#### 4. Application Process:

- (i) Applicants are required to apply only through online recruitment portal of the Institute website: [www.svnit.ac.in](http://www.svnit.ac.in). Applicants may click on the online application link, read the instructions carefully and fill up the online application form. After successful submission of online application, the applicant must keep a copy of the online submitted application, which will be required to produce as and when asked for.
- (ii) One recent (within three months from the date of application) color passport size photograph with clear front view of the applicant without cap, scarf and sun glasses should be uploaded while filling the Online application form.
- (iii) After submission of online application, no request for change in any data will be entertained.
- (iv) Application without payment of application processing fee will be considered as incomplete and will be summarily rejected.
- (v) **All pages of the application must be numbered and signed by the candidates. All the supporting documents must be self-attested. All the pages of the application form must be numbered and total pages must be written on the first page of the application form.**
- (vi) On completion of filling /uploading the online application form and its submission, please download a copy of the submitted application form and its enclosures including the Self-Attested photo-copies of the certificates/testimonials/etc., along with proof of applicable application fee and send the same to the **Deputy Registrar (Establishment), Sardar Vallabhbhai National Institute of Technology (SVNIT), Ichchhanath, Dumas Road, Surat – 395 007, Gujarat by Speed/Registered Post so as to reach on or before December 12, 2022.** The Envelope containing the application form must be superscribed as Application for the post of ....., Application ID No.....
- (vii) The institute will not be responsible for any postal delay in receipt of hard copy of completed application form. The application received after the due date will not be considered and candidature of such candidate will be rejected.
- (viii) **Application Processing Fee:**
- The SC, ST, PwD, Ex-Servicemen and Female candidates are exempted from payment of processing fees. The Applicants belonging to other category shall be required to pay a non-refundable processing fee of **Rs.500 (Rupees Five Hundred only)**.
  - The applicants who have applied against earlier advertisement no Estt./2021 / Pharmacist/3058 dated 02.03.2021 for which advertisement has been cancelled, should claim refund of their earlier application fees (if any) before 21<sup>st</sup> November 2022 through online application form. The link for refund of fees shall be provided in due course of time.
  - The application processing fee is non-refundable.

5. No disciplinary/ vigilance case should be pending against the applicants working in any Govt./ Semi- Govt./ Autonomous Organizations. The applicants are requested to submit correct information in the application form.

6. For queries related to difficulty in submission of on-line application form, the candidate may send email on [recruitmentnonteaching@svnit.ac.in](mailto:recruitmentnonteaching@svnit.ac.in) with complete details. However, inquiry/ queries related to eligibility for the post / interpretation of rules will not be entertained.
7. No enquiry/ queries related to recruitment process shall be entertained till the completion of the process.
8. Any guidelines/ instruction received from Ministry of Education during Recruitment Process will be strictly adhered.
9. **Schedule for Recruitment Process**

- (i) Date of Publication of detailed notification on Institute's Website: **October 17, 2022**
- (ii) Portal open for online application: **October 21, 2022**
- (iii) Last Date of online application: **December 02, 2022 [upto 5:00 p.m.]**
- (iv) Last date of receipt of hard copy of Application Form at SVNIT: **December 12, 2022**
- (v) The procedure for selection / examination pattern/ syllabus/ schedule of examination etc. will be intimate in due course of time and will be uploaded on the Institute website.
- (vi) **Candidates are advised to visit the Institute website regularly for all updates. The Institute will not be responsible in any manner, if a candidate fails to visit/ access the Institute website.**

For any query please write to Institute at [recruitmentnonteaching@svnit.ac.in](mailto:recruitmentnonteaching@svnit.ac.in)  
In case of any technical difficulty please contact:  
Phone No.: 0261-2201550  
**Time: 10:00 A.M. to 5:00 P.M. (Monday to Friday)**

-sd/  
REGISTRAR  
SVNIT, Surat

Recruitment Rules (2019) for the post of PHARMACIST in NITs

Sl.No.	Particular	Criteria
1	Name of the post	<b>Pharmacist</b>
2	Number of Post(s)	As per Sanctioned strength.
3	Classification	Group - C
4	Scale of Pay (Grade Pay, Band Pay)	PB:1 (Rs.5,200 - 20,200) with Grade Pay of Rs.2800/-
5	Whether selection post or non-selection post	Not Applicable
6	Age-limit for direct recruits	27 years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) 10+2 in Science (PCB/PCM) subjects from recognized Board or University. (ii) 2 Years Diploma with First class from an Institute recognized by the Pharmacy Council of India with minimum two years experience in any recognized hospital or pharmacy. Or Bachelor's degree in Pharmacy (B. Pharma.) (iii) Registered as Pharmacist under the Pharmacy Act 1948.
8	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9	Period of probation, if any	1 year for direct recruits as per NIT Statutes
10	Method of Recruitment Whether by direct recruitment or by promotion or by deputation or transfer Et percentage of the vacancies to be filled by various methods	100% Direct recruitment
11	In case of recruitment by promotion / deputation /absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable

*K. Rajan*

Sl.No.	Particular	Criteria
12	If Departmental Promotion Committee exists, what is its composition	Not Applicable
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not Applicable

Note: After 2 Years' experience in the Grade Pay of Rs.2800/-, the incumbent will be granted Non Functional up-gradation to the next higher Grade Pay of Rs.4200/- in PB-2 and re-designated as Sr. Pharmacist (personal to the incumbent).

Sr. Pharmacist with GP of Rs.4200/- and 7 years of service, out of which at least 5 years of service in GP of Rs.4200/-, may be considered for promotion to the post of Pharmacist (SG II) with GP of Rs.4600/-.

*K. Rajin*



**THE FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA.**

This is to certify that Shri/Shrimati/Kumari \_\_\_\_\_  
son/daughter of \_\_\_\_\_ of \_\_\_\_\_ village/town  
\_\_\_\_\_ in District/Division \_\_\_\_\_ of the  
State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ of the  
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 State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987]*

- @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) Order (Amendment) Act, 1990
- @The Constitution (ST) Order (Amendment) Act, 1991
- @The Constitution (ST) Orders (Second Amendment) Act, 1991
- @The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002
- @The Constitution of (Scheduled Castes) Order (Amendment) Act, 2002
- @The Constitution of (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

\_\_\_\_\_ of \_\_\_\_\_ Father/mother  
Kumari \_\_\_\_\_ of village/town \_\_\_\_\_ Shri/Srimati/  
In \_\_\_\_\_ District/Division \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ State/Union  
Territory \_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste/Tribe  
which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory of \_\_\_\_\_  
issued by the \_\_\_\_\_ dated \_\_\_\_\_.

Shri/Shrimati/Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s)  
in village/town \_\_\_\_\_ of \_\_\_\_\_  
District/Division \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_.

Date:

Place:

Signature  
Designation  
Official Seal

NOTE: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue OBC Certificate:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/\* Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (\*not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep).



**Annexure-IV**

**CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT RECRUITMENT**

**A. Form of Certificate applicable for Released/Retired Personnel**

It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of birth is \_\_\_\_\_ has rendered service from \_\_\_\_\_ to \_\_\_\_\_ in Army/Navy/Air Force.

He has been released from military services:

- a) on completion of assignment otherwise than
  - (i) by way of dismissal, or
  - (ii) by way of discharge on account of misconduct or inefficiency, or
  - (iii) on his own request, but without earning his pension, or
  - (iv) he has not been transferred to the reserve pending such release
- b) on account of physical disability attributable to Military Service.
- c) on invalidment after putting in at least five years of Military service.

He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Note: Strikeout whichever is not applicable.

Date:  
Place:

Signature  
Designation  
Official Seal

**B. Form of Certificate for Serving Personnel**

*(Applicable for serving personnel who are due to be released within one year)*

It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_.

He is due for release retirement on completion of his specific period of assignment on \_\_\_\_\_.

No disciplinary case is pending against him.

Date:  
Place:

Signature  
Designation  
Official Seal

**Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:**

**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Date:  
Place:

Signature  
and name of the Candidate

**Annexure - III**

**The form of Certificate to be produced by the candidate for claiming experience**

**Experience Certificate Format**  
Letter Head of the Institution/Issuing Authority

Telephone No. ....

Fax No. ....

Name of the Organization

Address of the Organization

Date .....

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

Name of the Organization	Name of the Post held	From dd/mm/yy	To dd/mm/yy	Total Period dd/mm/yy	Nature of Appointment Permanent / Temporary/ Part- time/Contract/ Guest / Honorary	Field of Experience / Specialization
a)	b)	c)	d)	e)	f)	g)

Pay Scale/Pay Level and last Salary drawn	Duties performed / experience gained in brief in each post	Place of Posting	Nature of Work Supervisory Level / Middle Management Level/ Head of Branch	Remarks , if any
h)	i)	j)	k)	l)

It is certified that above facts and figures are true and based on service records available in our organization.

Signature  
Name of the competent authority  
Stamp of the competent authority