

IMPORTANT NOTICE

FOR THE POST OF OFFICER SCALE II, OFFICER SCALE III

Work Experience: - As declared in the application form, experience certificate from the past and current employers or Offer Letters, Relieving Letters, Pay or Salary Slips clearly indicating the date of joining and date of relieving for each of the past or previous employer(s). The experience certificate or testimonials produced by the candidates should indicate the date of joining and relieving cadre, designation at the time of joining, date of promotion with designation, if any.

Work experience certificate must be issued by competent authorities of Bank/F.I. **on letter head.**

Experience certificates should be submitted original & clearly indicating period, as per guideline **minimum two years for Scale II and five years for Scale III total experience is essential.**

EXPERIENCE CERTIFICATE

(To be issued on letter head)

This is certify that Mr/Mrs/Miss.....S/D/W/O.....
is/was employee of Our Bank/Organization. He/ She was appointed in Officer
Cadre/..... and working/worked as.....
(Designation) in our Bank/ Organization since..... to/till date.
Adverse report/ D.E. pending or contemplated (If any) belongs to Mr./Mrs./

Miss.....are as under : –

.....
.....

Seal and Signature of Appointing Authority

Full Name :

Designation :

Name of Bank/Organization:

E-mail ID :

Tel. No. :

Place:

Date: