

ANNEXURE-II
EXPERIENCE CERTIFICATE (MODEL FORMAT)

1	Name and Address of the Firm/Workshop/ Company / Government Department / Public Sector under taking	:	
2	Whether the said Firm / Workshop/ Company registered under the Factories Act 1948(Central Act LXIII of 1948)	:	
3	Registration Number of Firm / Workshop / Company (Under Factories Act, 1948)	:	
4	Name of the Employee and Date of Birth	:	
5	Qualification possessed by the Employee on the Date of Joining Service	:	
6	Designation and period of Experience of the Employee	:	
7	Nature of the Work/Duty performed by the Employee	:	
	a) Experienced in Administration of the Office and the Management of Workshop in Maintenance and upkeep of Motor Vehicles	:	From.....To.....
	b) Experienced in supervisory capacity in an Automobile Workshop	:	From.....To.....
8	Whether the Employee posses valid Driving Licence for LMV	:	Yes / No
9	Whether Attendance Register / Attendance Rolls / Pay Register and other records /available for this Employee	:	Yes / No
10	Certificate by Manager of the Workshop	:	The above said employee is experienced in maintenance and upkeep of motor vehicle in our workshop as stated above. The above particulars furnished by us are correct

Office Seal:

Date:

Place:

Signature

Name & Designation of
the issuing Authority

Note:

Firms / Workshop which issues the certificate is cautioned that issuing of any certificate containing false details will lead to legal/penal action on them.

