

Service certifiacate

(To be issued by head of institution)

This is to certify that following are the bonafide service particulars of Sri
----- , ----- , working as -----in this institution
in the scale of pay of ----- which falls under category A / B / C / D Post.

Sl no	Particulars of service	Scale of pay	Age
1.	Joined as ----- on ----- as group A /B /C/ D		
2.	Promoted as ----- on----- as group A /B /C/ D		
3.	Promoted as ----- on----- as group A /B /C/ D		
4.	Promoted as ----- on----- as group A /B /C/ D		

Office Seal

Signature

Head of institution