



**BABA GHULAM SHAH BADSHAH UNIVERSITY,  
RAJOURI (J&K)**

Established by Government of Jammu & Kashmir  
Recognized by UGC under section 2(f) & 12(B)

**APPLICATION FORM FOR EXPERIENCE CERTIFICATE**  
( for contractual / Academic Arrangement employees only)

To

Registrar  
BGSB University  
Rajouri

Please paste latest  
photograph & duly sign  
& stamp by controlling  
officer

Subject:-

**REQUEST FOR ISSUANCE OF EXPERIENCE CERTIFICATE**

1. Name of the Applicant \_\_\_\_\_
2. Parentage \_\_\_\_\_
3. Address \_\_\_\_\_
4. Appointment order No. & date \_\_\_\_\_
5. Designation as per appointment order \_\_\_\_\_
6. Fixed monthly consolidated honorarium (Rs.) \_\_\_\_\_
7. College / Department/ Centre/ Programme etc. \_\_\_\_\_
8. Date of Joining \_\_\_\_\_
9. Date of resignation / term ended on \_\_\_\_\_
10. In case of resignation notice period served YES/NO \_\_\_\_\_
11. Total leave availed during the session \_\_\_\_\_
12. Experience Certificate required for the period: from \_\_\_\_\_ to \_\_\_\_\_
13. Purpose for availing experience certificate \_\_\_\_\_

**I undertake that the particulars provided above by me is true and accurate.**

Signature of the Applicant: \_\_\_\_\_

**Recommendation of forwarding authority:-**

It is certified that the information provided by the applicant has been verified with the office record and found correct. Therefore, it is recommended that the experience certificate may be issued infavour of applicant as requested by him / her. Further, it is also certified that the character & behavior of the applicant remain the satisfactory during his / her stay in the College / Department / Centre and nothing outstanding / any disciplinary proceeding or law suit pending against concerned.

Signature with Designation & seal  
Designation \_\_\_\_\_

No. \_\_\_\_\_  
Date \_\_\_\_\_

**Note:- Experience Certificate shall be issued at the end of Academic session only.**