

**Employment Certificate Format**  
(To be certified by Employer)

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Name of the Company \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Mr. /Ms \_\_\_\_\_ is/was employed in our organization as \_\_\_\_\_ (designation) \_\_\_\_\_ from \_\_\_\_\_ dd/mm/yyyy \_\_\_\_\_ to \_\_\_\_\_ dd/mm/yyyy \_\_\_\_\_ as per our employment records. The experience involves use of energy in operation, maintenance, planning, etc.

\* **Note:** Training period should not be included.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the authorized official: \_\_\_\_\_ Designation \_\_\_\_\_

Office Seal :

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**Employment Verification**  
**(For Self-Employed Candidates Only)**

The self-employed candidates should attach proof for atleast two major works involving use of energy in operation, maintenance, planning, etc. carried out for the clients. (Attach either work order or letter from the clients). In addition the candidates should attach photocopies of the Income tax returns for a minimum period of two years