

अण्डमान तथा निकोबार प्रशासन  
**ANDAMAN AND NICOBAR ADMINISTRATION**  
 शिक्षा निदेशालय  
**DIRECTORATE OF EDUCATION**

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Port Blair, dated the 07<sup>th</sup> day of December, 2023

**VACANCY NOTICE**

**Recruitment for the post of GRADUATE TRAINED TEACHER in the Different Subjects and Mediums in Group "B" Non-Gazetted, Non-Ministerial posts under the Department of Education, A & N Administration.**

**1- Details of vacancies: -**

**Name of the Post : Graduate Trained Teacher**  
**Total No. of Vacancies : 380 [ UR- 205; OBC- 121; EWS- 38; ST-16]**  
**Pay Level : Pay Level-7 (Rs. 44,900 -1,42,400)**

**2- Medium wise allocation of vacancies: -**

**Category wise breakup of vacancies as per reservation roster**

Sl. No.	Subject	Medium	No.of Vacancy	UR	OBC (38%)	EWS (10%)	ST (8%)
1	Hindi Language	----	40	23	10	4	3
2	English Language	----	45	22	15	5	3
3	Bengali Language	----	3	2	1	0	0
4	Sanskrit Language	----	6	4	2	0	0
5	Social Science	Bengali	6	3	2	1	0
6	Social Science	Hindi/English	93	50	29	9	5
7	Mathematics	Bengali	6	2	2	2	0
8	Mathematics	Hindi/English	61	34	20	6	1
9	Life Science	Bengali	7	5	2	0	0
10	Life Science	Hindi/English	45	24	15	4	2
11	Physical Science	Bengali	9	5	3	1	0
12	Physical Science	Hindi/English	59	31	20	6	2
<b>TOTAL</b>			<b>380</b>	<b>205</b>	<b>121</b>	<b>38</b>	<b>16</b>

Out of 380 vacancies, **15 (Fifteen)** vacancies (4 % of 380 vacancies) reserved for PwD category. This reservation is common to all mediums and horizontal reservation roster shall be followed. As per Gazette Notification, the reserve vacancies of PwD shall be distributed as under

Sl. No.	Benchmark Disability	No. of Posts Reserved
01	Blindness (B) and Low Vision (LV)	04
02	Deaf (D) and Hard of Hearing (HH)	04
03	Locomotor Disability including Cerebral Palsy (CP), Leprosy Cured (LC), Dwarfism (Dw), Acid Attack victims (AAV), Muscular dystrophy (OA, OL, OAL)	04
04	Autism Spectrum Disorder (ASD), Specific Learning Disability (SLD), Mental Illness (MI)	03
05	Multiple Disabilities from amongst persons under (a) to (d) including deaf and blindness.	
<b>TOTAL</b>		<b>15</b>

In case the post in any category goes un-filled due to non-availability of candidate, the same shall be transferred to the next category.

This PwD reservation is common to all irrespective of subject and medium. Selection shall be done from the interse merit of candidates from each category. The selected PwD candidates

shall be adjusted against the vacancy of their respective Medium and category in which they belong. As the result of which, the vacancy notified as above in a particular medium and category are likely to be changed / varied/modified at the time of preparation of selection list. In case of non-availability of candidate in any one of PwD categories, the same vacancy will be transferred to next PwD category (in sequential Order 1 to 5) in which candidates are available and thus all PwD reserved vacancies shall be filled up accordingly.

The minimum degree of disability in order for a person to be eligible for any concession/ benefits would be 40%.

The Department of Education, A & N Administration reserves the right to get the disability of PwD candidates checked/verified by the empowered body of the Directorate of Health Services, A & N Administration.

### 3- Age limits: -

- i. Maximum 30 years as on closing date for receipt of application forms through on line mode.
- ii. The upper age limit of 30 years is relaxable for Govt. Servants up to 05 years in accordance with the instructions /orders issued by the central Govt. from time to time provided that the Government servant should have rendered minimum three years' continuous service in the cadre.
- iii. Age relaxation is also allowed to ST/ OBC / PwD / Ex-servicemen candidates as admissible under Rules / Instructions of GOI and A & N Administration issued from time to time.
- iv. Age relaxation is also admissible to the candidates, who are covered under A & N Administration's circular No.45/1998-PW dated 19-09-2011.
- v. Age relaxation admissible in respect of reserved categories of candidates permissible over and above upper age limits of RRs as per GOI's / A & N Administration's instructions are as under

Sl. No	Category	Age relaxation permissible beyond the upper age limit	Upper age is allowed for both male & Female in respect of Group "B" Non-Gazetted posts
1	ST	05 years	35
2	OBC	03 years	33
3	PwD (unreserved)	10 years	40
4	PwD (OBC)	13 years	43
5	PwD ( ST)	15 years	45
6	Government Service with minimum three years continuous service in the Department		35
7	Ex -Service men	An ex-serviceman shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed 30 years by more than three years, he/she shall be deemed to satisfy the condition regarding age limit.	
8	Age relaxation to DRM and contract employees including SSCT of A& N Administration	In accordance with instructions /orders issued by the Andaman & Nicobar Administration vide circular No.45/1998-PW dated 19.09.2011 up to 40 years of age (as per DoPT, GOI)	

- vi. In addition to above, one time two years' age relaxation granted by the Hon'ble LG over and above upper age limit as prescribed in the Recruitment Rules shall be extended to the candidates for the current recruitment vide Admn's order A-12011/10/2022-R & E cell Sectt dated 20.10.2022.

- vii. The crucial date of determining the age limit & Educational qualifications etc., shall be the last date of receipt of application forms for the posts through online.

**4- Educational and other qualifications for direct recruits:**

In terms of notified recruitment rules for the post of Graduate Trained Teacher Dated 28-06-2023, the educational and other qualifications prescribed for direct recruitment are as under-

**Essential: -**

- 1- Four years integrated course B.A- B.Ed. / B.Sc.-B.Ed. in the concerned subject with at least 50% marks in aggregate from a recognized University /Institute.

**OR**

A Bachelor's Degree from a recognized University / Institute with at least 50% marks in the concerned subject(s) and in aggregate including elective and languages in the combination of subjects as under:

- a) For GTT (Language) – Should have passed Hindi / English / Tamil / Bengali / Telugu / Sanskrit as a main language at Graduation level.
- b) For GTT (Mathematics) - Mathematics as main subject at Bachelor's Degree level with any two of the following subjects: - Physics / Chemistry / Computer science / Statistics.
- c) For GTT (Physical Science)- Physics / Chemistry as one of the main subject at Bachelor's Degree level.
- d) For GTT (Life Science)- Botany / Zoology as one of the main subjects at Bachelor's Degree level.
- e) For GTT (Social Science)- History / Geography / Economics / Political Science as one of the main subjects at Bachelor's Degree level.
- f) For GTT (Home Science)- A Bachelor's Degree with Home Science as main subject.

**OR**

Graduation with at least 45% marks with one-year Bachelor in Education (B.Ed.) in accordance with the NCTE (Recognition Norms and Procedure) Regulation-2001 issued from time to time in this regard shall also be eligible for appointment in the concerned subject and medium as stipulated at Point No.1 of the essential qualification.

**OR**

Post-Graduation with a minimum 55% marks or equivalent and three year integrated B.Ed.-M.Ed.

- 2- A Bachelor's Degree in Education from a recognized University.

**OR**

One-year Bachelor of Education (Special Education)

- 3- Pass in Paper- II of Central Teacher Eligibility Test (CTET) conducted by the appropriate Government/body in accordance with guidelines framed by the NCTE for the purpose.
- 4- The candidate should have passed Hindi as one of the languages in class 8<sup>th</sup> standard.
- 5- Should have passed Hindi/English/ Bengali/Tamil/Telugu as one of the Languages in class X as applicable in the medium concerned (i.e. applying for the post of any medium of instruction, the candidate should have passed the same language in class X)

**Note: -**

- i. For appointment of Graduate Trained Teacher, the Degree/Diploma course in Teacher Education recognized by the National Council for Teacher Education (NCTE) only shall be considered. However, in case of Diploma in Education (Special Education) and B.Ed. (Special Education), a course recognized by the Rehabilitation Council of India (RCI) shall be considered.
- ii. Reservation Policy: - Relaxation upto 5% in the qualifying marks shall be allowed to the candidates belonging to reserved categories such as ST/OBC/PwD.

**Desirable:** 1. Master's Degree in the subject concerned.

2. Three years teaching experience from a recognized Institution.

**5- Selection Procedure**

**Selection Procedure:** -The selection of candidates shall be made as per their academic weightage of marks right from Class-10 as per approved marking scheme given below.

**a) For BA/B.Sc.-B.Ed./1year B. Ed. (Special Education), the below mentioned marking scheme shall be followed:**

EDUCATIONAL & PROFESSIONAL QUALIFICATION	BOARD / UNIVERSITY	MONTH & YEAR OF JOINING AND PASSING	MARKS OBTAINED UNI. / BOARD	MAXIMUM MARKS	MAX MARKS AS PER SCHEME	SELF MARKING	REMARKS (FOR OFFICE USE)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1- Secondary/Matric (10 <sup>th</sup> )		Joining-			10		
		Passing-					
2- Sr. Secondary or Equivalent (12 <sup>th</sup> )		Joining-			15		
		Passing-					
3- Graduation in concerned subject		Joining-			30		
		Passing-					
4- B.Ed. Degree/1 Year B. Ed. (Spl. Edn.)		Joining-			10		
		Passing-					
5- Post-Graduation in the concerned subject		Joining-			10		
		Passing-					
6- M.Ed. Degree		Joining-			01		
		Passing-					
7- Additional Post-Graduation in concern stream		Joining-			02		
		Passing-					
8- M.Phil. /Ph.D. Degree		Joining-			02		
		Completion-					

9- Central Teacher Eligibility Test Paper-II	Central Board of Secondary Education, New Delhi only	Passing-				<b>10</b>		
10- Teaching Experience						<b>10</b>		
<b>Grand TOTAL</b>						<b>100</b>		

**b) For Integrated B.A.-B. Ed./B. Sc.- B. Ed., the following approved marking scheme shall be followed.**

EDUCATIONAL & PROFESSIONAL QUALIFICATION	BOARD / UNIVERSITY	MONTH & YEAR OF JOINING AND PASSING	MARKS OBTAINED UNI. / BOARD	MAXIMUM MARKS	MAX MARKS AS PER SCHEME	SELF MARKING	REMARKS (FOR OFFICE USE)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1- Secondary/Matric (10 <sup>th</sup> )		Joining- Passing-			<b>10</b>		
2- Sr. Secondary or Equivalent (12 <sup>th</sup> )		Joining- Passing-			<b>15</b>		
3- Integrated BA-B.Ed./B.Sc.-B.Ed. in the concerned subject		Joining- Passing-			<b>40</b>		
4- Post-Graduation in the concerned subject		Joining- Passing-			<b>10</b>		
5- M.Ed. Degree		Joining- Passing-			<b>01</b>		
6- Additional Post-Graduation in concern stream		Joining- Passing-			<b>02</b>		
7- M. Phil. / Ph.D. Degree		Joining- Completion-			<b>02</b>		
8- Central Teacher Eligibility Test Paper-II	Central Board of Secondary Education, New Delhi only	Passing-			<b>10</b>		
9- Teaching Experience					<b>10</b>		
<b>Grand TOTAL</b>					<b>100</b>		

To make the whole process thoroughly transparent, the candidate shall himself / herself do the self-marking scheme given in application form as stated above.

**10- Formula for calculating weightage of marks**

**Mark weightage formula = (Marks Obtained ÷ Maximum marks) x Max. marks as per scheme (upto 2 decimal points only) No rounding of marks is allowed**

Final selection for appointment to the post will be done on the basis of merit list /selection list prepared by the Department on the basis of marks obtained by the candidates in each subject and medium separately as per vacancies notified and also in accordance with the rules on the matter and reservation policy in force.

**11- Method of Applying in online Portal:**

- (i) After having satisfied all eligibility conditions and educational qualifications for the post, the candidate should register their full particulars of the application through online at **<https://edurec.andaman.gov.in>** and fill up application form for the post and submit the same through online.
- (ii) The submission of online application will start on **09-12-2023 and will be accepted up to 30-12-2023**(upto mid-night).
- (iii) The candidate should provide all the mandatory details in the online portal failing which the application will not be accepted by the online website. File Size of Photograph should be between 20KB to 70KB and File size for signature should be between 10KB to 30KB. The file format of photo and signature should be in .jpg OR .jpeg format only.
- (iv) For annexure documents, file size of documents should be between 20KB to 5MB and the file format of documents should be in .jpg or jpeg or pdf format only.
- (v) All the semester mark sheets have to be merged into a single PDF documents.
- (vi) It is also advised to enable Java Script in the browser such as Internet explorer, Firefox, google chrome etc. to successfully upload application form.
- (vii) All educational documents and other testimonials should also be uploaded in the portal.
- (viii) The candidate is fully responsible for entering correct particulars of marks, other data and uploading of documents/certificates. Wrong entry of marks and other essential information will lead to cancellation of application form and department shall not be held for any wrong entry of information and suppression of material information, if any.
- (ix) If the candidate is applying for more than one post, He/she should mandatorily select preference of posts applied. Failing which, preference will be allocated by awarding first preference to the post in which candidate is at higher merit and so on.
- (x) In case of change in name/initial, the affidavit duly endorsed by the Notary must be uploaded and the application should be filled with the changed name/initial. In absence of affidavit, certificates/documents with changed name/initial shall not be entertained.
- (xi) Candidate must ensure that all the requisite documents/certificates are uploaded with the online form. Documents not uploaded, will not be accepted/entertained at the time of submission of hard copy of application form and further processes.

**12- Submission of hard copy of online application form :-**

After successful submission of online application form through recruitment portal, the candidate should take printout/hard copy of the application form along with attachments. The printout hard copies of online application form along with all educational certificates right from class X and other supporting documents must be verified and be submitted to the designated officers on or before **02-01-2024** by 3.00 P.M. The candidates should secure all documents properly

and tag them (do not staple), do pagination in all supporting documents enclosed along with hard copy/ printout of the application form and indicate the same clearly in the application form and obtain proper acknowledgement from the receiving officer with date and seal.

**13- Other Instructions to the Candidates: -**

- (i) The Candidate should affix a Recent Passport size photograph on the hard copy of application form in the space provided for it and the photo must be self-attested by the candidate.
- (ii) The Xerox copies of the following certificates as applicable, duly self-attested and must be enclosed along with hard copy of application form failing which, their application will be summarily rejected.
- Class X or Matriculation mark sheet and Pass certificate.
  - Class XII-mark sheet and Pass certificate
  - Complete Mark sheets of Bachelor's Degree (all semesters)
  - Provisional Certificate / Degree certificate of Bachelor Degree
  - Complete mark sheets of B. Ed Degree
  - Provisional/ Degree certificate of B. Ed Degree
  - Complete Mark sheets of Integrated BA-B.ED. / B. Sc.-B.Ed. (All semesters)
  - Provisional/Degree certificate of Integrated BA-B.ED. / B. Sc.-B.Ed.
  - Complete mark sheets of Master's Degree(s) (all semesters)
  - Provisional / Degree certificate of Master Degree
  - Complete Mark sheet of M.Ed./M.Phil./Ph.D. Degree (all semesters)
  - Provisional / Degree certificate of M.Ed./M.Phil./Ph.D. Degree (all semesters)
  - Mark sheet-cum- Pass certificate of CTET (Paper-II)
  - Mark statements of additional educational qualification and Degree certificates.
  - Experience certificates duly countersigned by the concerned DEO or Zonal Officers along with appointment orders.
  - Documentary proof of knowledge of Hindi.
  - OBC certificates as applicable issued by the competent authority.
  - In case of OBC, latest and valid non-creamy layer certificate should be enclosed.
  - In case of regular Govt. Servant, No objection certificate should be obtained after the date of notification. He / She should continue in Govt. Service at the time of selection to the post.
  - Latest and valid EWS certificate as applicable issued by the competent authority.
- (iii) Once application is submitted, no additional documents /certificates shall be received from the candidates thereafter.
- (iv) The OBC candidates must produce separate caste certificate & Non-creamy layer certificate issued by the competent authority for consideration of their candidature in OBC category, failing which their candidature shall be considered in the General Category only.
- (v) Candidates already employed in central Govt. Departments/ organizations and Departments of A& N Administration should submit their application through online recruitment portal and hard copy of online application form along with supporting documents should be submitted to the designated officer through proper channel along with service certificate and fresh "No-Objection Certificate " issued by the competent authority. The department

shall not be held responsible for any channel delay and will not entertain hard copy of online application received after closing date under any circumstance. As such, Govt. Servants are advised to submit their application as early as possible so as to reach the same to designated receiving officer before the closing date. Teachers presently working in Education Department can apply for post directly after informing to the Director of Education. However, they have to submit the **"No Objection Certificate"** at the time of final verification of original certificates.

- (vi) The eligibility conditions (qualifications, experience, age etc.) will be determined as on the closing date of receipt of application through online. (i.e. **30-12-2023**). The date of birth mentioned in the class X and Matriculation certificate shall be taken into consideration and no other certificate shall be entertained for this purpose.
- (vii) The disability certificate should be issued by the competent authority and percentage of disability should not be less than 40%.
- (viii) If any candidate has changed his / her name after secondary school examination, they have to submit a copy of Gazette notification and paper cutting of the same duly published in the newspaper.
- (ix) Experience marks will be calculated as 0.2 (point two) marks per month on full time basis and 0.1 (Point one marks) on part-time basis for the service rendered in a Govt. / recognized school / Govt. recognized college on the basis of the certificates issued by the head of the institution and duly countersigned by DEO / AEO / Zonal Officer of Education department or other appropriate authority detailed at point no (xii). Experience of less than 15 days will be ignored. Experience certificate in the field of teaching will only be considered for award of experience marks.
- (x) Service rendered as a teacher / Lecturer on honorary basis shall not be considered for calculating experience marks.
- (xi) All teaching experience certificates must be supported by the relevant appointment orders. All Experience certificates must be countersigned by competent authority as follows
- a- Teaching experience in School: Countersigned by DEO/BEO/BSA
  - b- Teaching experience in College: Countersigned by Registrar/Deputy Registrar/Assistant Registrar of concerned affiliating University/Assistant Secretary Higher Education/Deputy Secretary Higher education of concerned state /UT
  - c- Teaching experience in JNV,KVS -Countersigned by Commissioner/Deputy commissioner/Assistant Commissioner of JNV,KVS
- Any experience certificate without countersign will be treated as invalid.**
- (xii) Govt. Servants who are claiming age relaxation under Govt. Servant category should submit service certificate issued by the employer duly indicating that the Govt. Servant is continuously working in the department on regular basis for the period of more than three years on the date of application and should be continuing in the Govt. Service at the time of appointment for the post to which he/she has submitted application.
- (xiii) Any information/ Certificates / documents furnished by the candidates found to be false/ wrong or fully or partially suppressed any material information; the candidature of the applicant for the post shall be rejected / terminated at any stage of recruitment process or even after appointment, besides penal action shall be taken against them.



- (xiv) The No. of vacancies indicated above is only tentative. Subject to approval of the competent authority, the vacancy may increase/decrease at the time of preparation of the panel for appointment and nothing against it shall be entertained.
- (xv) If any university awarded grade points instead of marks, the candidate should submit the conversion table of grade points into percentage of marks issued by the university concerned failing which, the common criteria / formula evolved by the department for such conversion shall be final and binding to all. No further correspondence shall be entertained in this regard.
- (xvi) The Degree / Diploma course should have been issued by Govt. / recognized University / Recognised Institution / NCTE.
- (xvii) In relation to determination of equivalent educational qualifications, the decision of the expert committee of the Education Department /competent authority shall be final and binding to all candidates.
- (xviii) The competent authority shall have right to cancel or postpone the recruitment at any time on administrative ground. The department shall not be responsible for any type of losses or damages occurred due to such cancellation.
- (xix) Any selection on the basis of this vacancy notification / advertisement shall remain subject to orders of any Court of competent jurisdiction.
- (xx) The selection of above mentioned posts shall be made only on the basis of academic weightage of marks as approved by the Competent Authority and no personal interview shall be conducted for the selection.
- (xxi) All educational qualifications should be obtained in the chronological order. Qualifications mandatory for pursuing further higher studies should invariably be in sequential years and weightage of marks shall be worked out accordingly. No weightage of marks is allowed for overlapping qualification/Degree/Diploma etc. (i.e. pursuing two courses simultaneously).
- (xxii) In any matter not specified above shall be decided by the recruitment committee of the department/ high power selection committee whose decision shall be final and binding on all those issues.
- (xxiii) It is in the interest of candidates to ensure that their duly filled applications are submitted at designated places by due date & time. No application will be entertained through post & no request for change of date shall be entertained under any circumstances. Incomplete online application form if any received will be summarily rejected.
- (xxiv) The candidate concerned should turn up for verification of original educational and other certificates and put his/her signature for correctness of self-marking scheme after verified by the designated officer. *No proxy is allowed for verification of original documents.*
- (xxv) The selected candidates can be posted at any part of A& N Islands as per requirement and no change of place of postings shall be entertained under any circumstances. The candidates who accept this condition only should apply for this recruitment. Any disobedience of posting order will be viewed very seriously and their appointment order is liable to be cancelled.

**14- Receiving and Verifying Officers:**

1. The Education Officer, Car Nicobar, Nicobar District.
2. The Deputy Education Officer- South Andaman, Middle Point, Port Blair
3. The Deputy Education Officer, Wimberlygunj, South Andaman.
4. The Deputy Education Officer-Rangat, Rangat, Middle Andaman
5. The Deputy Education Officer-Mayabunder, Mayabunder, North Andaman.
6. The Deputy Education Officer- Diglipur.
7. The Asst. Education Officer, Nancowrie
8. The Principal, SSS, Campbell Bay
9. The Principal, SSS, Hut Bay.

The above receiving officer shall verify hard copy of application forms and documents submitted by the candidate and issue acknowledgement duly indicating no. of documents enclosed with application form to the candidates.

The marks calculated at the receiving centre at the time of receiving the Hard copy of online application forms shall be provisional. Marks calculated at the state level scrutiny of application form will be firm and final for finalisation of merit.

After the verification of all application forms received by them, the receiving officer of area concerned shall submit the same to the Deputy Director Education (Perl), Directorate of Education, Port Blair in person or through special messenger immediately after the closing date(**30-12-2023**). No hard copy of on line application form without signature and seal of verifying officer, EO/DEO/AEO/Zonal Officer shall be entertained and candidature of such candidates shall be rejected summarily without any further notice.

On receipt of the verification report from Zonal/ Designated officers, all the received applications will be scrutinised at the Directorate of Education and the provisional statement of marks of all eligible candidates shall be prepared and published for information of all candidates. The candidates may submit claims & objections along with supporting documents if any, over the provisional statement of marks as mentioned in the notice published along with the provisional statement of marks. Thereafter, the Provisional statement of marks will be finalized and list of selected candidates shall be prepared by a committee appointed for the purpose. Appointment order to the selected candidates shall be issued by the Directorate of Education after getting approval from the competent authority.

In case, any two candidates got same marks and stand in same merit position, the date of birth of candidates shall be taken into consideration and higher age of candidate as on closing date of receipt of application will be placed on top merit.

**15- Help desk:-** Candidate may contact through e-mail **recruitment.anieducation@gmail.com** to clarify/resolve any problem related to registration and online submission of application etc. Any notification/corrigendum for extension of this advertisement shall be published only on our recruitment portal/departmental website. Accordingly, candidates are requested to visit our website regularly.



**Deputy Director Education (Perl.)**

(Mandatory Format)

## EXPERIENCE CERTIFICATE

(For Extending Age Relaxation and/or Marks as applicable for recruitments in the Directorate of Education, A & N Administration)

This is to certify that Mr./Ms./Shri./Smti. .... S/o/D/o/W/o  
..... engaged/attached/posted at this institution and performed duties  
as detailed below.

Sl. No.	Order No/ and date of appointment	Appointed as (Name of the post)	Nature of appointment (Full-Time/ Part-Time)	Duty performed (Excluding long leave & Break period)		
				From (DD/MM/YYYY)	To (DD/MM/YYYY)	No. of Days
01						
02						
03						
04						
05						

Certified that this certificate is issued strictly as per appointment Order(s) and records of duty performed by the applicant in this institution.

Date: .....

Place: .....

**Signature of the Head of the Institution with office seal**

(To be mandatorily countersigned by the designated authority as stipulated at Sl. No 13(xi) in the vacancy notice)

### **(COUNTERSIGN OF EXPERIENCE CERTIFICATE)**

Date: .....

Place: .....

**Countersign**

: .....

**Countersigned by (Name)**

: .....

**Designation**

: .....

**Office Seal**

: .....