**UNIVERSITY OF GUJRAT**

**EMPLOYMENT VERIFICATION PROFORMA**

**(TO BE COMPLETED BY THE EMPLOYER)**

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| **Institution / Organization Information** |
| Name of the Organization: |
| SECP Registration No.**(In case of Private Firm)** |
| Registrar of Firms /Other Regulatory Authorities, Registration No.**(In case of Private Firm)** |
| Address: |
| Contact No. |
| Reference and Date of enclosed Experience Letter to be verified: |

**TO WHOM IT MAY CONCERN:**

This is to certify that\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of Employee & Father Name)*, holding CNIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been working as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Last Position held)* since \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ basis *(Nature of Job, i.e. Regular, Contract etc.)* with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Grade, BPS, Scale etc.)*

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| --- |
| **\*PREVIOUS SERVICE (If Any):** |
| **Sr. No.** | **Designation Held** | **Job Nature**(Regular / Contract etc.) | **Grade**(BPS / Scale etc.) | **From** | **To** |
| **DD MM YY** | **DD MM YY** |
| 01 |  |  |  |  |  |
| 02 |  |  |  |  |  |
| \*Separate sheet may be attached if required |
| Emoluments in Rs: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Attach Last Salary Slip) |
| **AUTHORIZED ISSUING/APPOINTING AUTHORITY:** |
| Name of the CEO / Head of Organization/VC/Registrar etc.: |
| Title / Designation: |
| Contact No: |
| **Signature & Date** | **Office Seal / Stamp** |

**NOTE:** Under Section 464 of Chapter XVIII Pakistan Penal Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the Pakistan as to any matter within its jurisdiction.