

**Certificate issued to a Graduate employee by the Gazetted Head of Office  
regarding his /her education qualification**

Certified on the basis of entries in Government records in my custody that  
Thiru/ Tmt/ Selvi \_\_\_\_\_ (here give name in full) son /  
daughter / wife of \_\_\_\_\_ who is employed in this office as  
\_\_\_\_\_ has passed \_\_\_\_\_(here mention the particulars  
of the degree/ diploma examination) from \_\_\_\_\_ (here mention the  
name of the University / Board / Industry) in the year \_\_\_\_\_

OR

\*(Minimum qualification of which is graduation of any University in the Territory of  
India or equivalent), is working in \_\_\_\_\_(here  
mention the name of office) since \_\_\_\_\_(here mention the date of  
appointment in the above post)

Date

(Signature of Head of Office)

Place:

(To be signed by a Gazetted Officer)

(\* strike out whichever is not applicable)