

**THIRD SCHEDULE**

**FORMAT**

**Certificate issued to a Graduate employee by the Gazetted head of office regarding  
his educational qualification**

Certified on the basis of entries in Government records in my custody that  
Shri/Kumari/ Smt. \_\_\_\_\_ (*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*) in the year \_\_\_\_\_ .

Place : \_\_\_\_\_

(Signature of Head of Office)

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

(To be signed by a Gazetted Officer.)