

**Annexure -A**

**To whomsoever it may concern**

This is to certify that this institution (name of the institution) ..... is recognized by ..... (name of University/Board/recognised Board of Shorthand & Typewriting Examination) and ..... (name of the applicant) has passed the English Shorthand examination @ ..... w.p.m., English Typing Examination @ ..... w.p.m., Hindi Shorthand examination @ ..... w.p.m., Hindi Typing Examination @ ..... w.p.m.

Name & Signature with seal  
(Head of the Institution)

(The signing authority should ensure that their institution must be recognised by University/Board/recognised Board of Shorthand & Typewriting Examination).