

Application for the Post of Secretarial Assistant					
Personal Information					For Office use only
Full Name					
Name with Initial					
Date of Birth	DD	MM	YYYY	Photo	
Age (as at the closing date of application, 27.04.2026)	Years & Months				
Gender					
NIC No					
Nationality					
Mobile No					
Personal E-mail					
Permanent Address					
Qualification				If available, Please tick the appropriate box below	
				YES	NO
Possess a NVQ Level 4 equivalent qualification in secretarial practices/typing				YES	NO
Please specify the qualification					
Work Experience				If available, Please tick the appropriate box below	
				YES	NO
Possess at least 01-year experience as a secretary/typist in a reputed institution (including intern period).				YES	NO
Current Employment Details					
Name of the organisation	Designation	Duration	Nature of Duty		
Non-Related Reference Details					
Name					
Designation					
Organization					
Mobile					
E-mail					
Declaration					
I hereby confirm that the above-provided information is true, accurate, and complete to the best of my knowledge and belief.					
Signature			Date	DD	MM
				YYYY	