

**AIRPORT & AVIATION SERVICES (SRI LANKA) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT, KATUNAYAKE**

POST OF SECRETARY GR.IV

Personal Details :

01. Name in full :
(Mr/Mrs/Miss)
02. Address :
03. Date of Birth : Age :.....
04. Contact Tele. No. : Residence No. :
Mobile No. :
05. E-mail Address (If any) :
06. Educational Qualifications :

(a) GCE(O/L) Year :

<u>Subject</u>	<u>Grading</u>	<u>Subject</u>	<u>Grading</u>
1. English	6.
2.	7.
3.	8.
4.	9.
5.	10.

(b) GCE(A/L) Year :

<u>Subject</u>	<u>Grading</u>
1.
2.
3.
4.

07. (a) Professional Qualifications in Secretarial Practice

<u>Name of Institute</u>	<u>Name of the Course</u>	<u>Duration of the Course</u>
.....
.....

(b) Speed of English Typewriting	- w.p.m.
Speed of Sinhala Typewriting	- w.p.m.

08. Any other relevant qualifications

.....

.....

09. Work Experience

	<u>Name of the Organization</u>	<u>Position held</u>	<u>From</u> <u>DD/MM/YY</u>	<u>To</u> <u>DD/MM/YY</u>	<u>No. of yrs.</u>
1.
2.

10. Details of two non related referees:

	<u>Name</u>	<u>Designation, Official Address & Official Tel. Nos.</u>	<u>Residential Address & Tel. No.</u>
1.
	
	
2.
	
	

I do hereby certify that the above particulars given by me are true and correct to the best of my knowledge.

Signature :

Date :