

NATIONAL WATER SUPPLY & DRANAGE BOARD

HUMAN RESOURSCES MANAGEMENT SECTION

APPLICATION FOR THE POST OF

Employee Number	
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1. Name with Initials		(Mr./Mrs. /Miss)
2. Name in full		

3. Postal Address			
4. Whatsapp Number			
5. Contact Number			
6. Email			

7. NIC Number	
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8. Date of birth	D	D	M	M	Y	Y	Y	Y		
9. Age as at the Closing date	Years				Month				Days	

10. Civil Status	Married		Unmarried	
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11. Designation	
12. Board Grade	
13. Date of present appointment	
14. Present Work Place	
15. RSC	

16. Qualifications

a. Academic Qualification

Institution		Qualification	Date of Effective	Duration	
				From date	to date

b. Memberships of Professional Bodies

Institution		Type of membership	Corporate / Non Corporate	Date of Effective

17. Work Experience

a) Work Experience (NWSDB)

Designation		Permanent or Acting	Board Grade	Duration		Total Experience
				From date	From date	

Designation	Permanent or Acting	Board Grade	Duration		Total Experience
			From date	From date	

a) Work Experience (Outside)

Name of Institute / Organization	Designation	Duration		Total Experience
		From date	To date	

18. Other Achievements:

Achievement	Year

19. Any disciplinary actions taken with in last 3 years.

20. Copies of the following certificates (Not originals) should be attached:

P.S. Applications not supported by copies of these certificates will be rejected

- a) **Certificates of Educational Qualifications**
- b) **Certificates of Professional Qualifications**
- c) **Letters of Experience**
- d) **Copies of other achievement certificates**

I do hereby declare that the particulars furnished by me in this application are true and accurate.

Date : -

Signature:-.....

Leave Records

Years	Casual	Annual	Medical	No pay	
				Approved	Unapproved
2023					
2024					
2025					

Management Assistant:-.....

	Excellent	Above Average	Average	Below the Average	Satisfaction	Unsatisfaction
Work						
Attendance						
Behavior						

Recommendation of the Sectional Head

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Signature of the Sectional Head & Seal