NATIONAL WATER SUPPLY & DRANAGE BOARD
HUMAN RESOURSCES MANAGEMENT SECTION

APPLICATION FOR THE POST OF ……

1. Name with Initials		**(Mr./Mrs. /Miss)**
Name in full		

2. Postal Address	
WhatsApp Number	
Contact Number	
Email ID	

3. NIC Number	

4. Date of Birth	D	D	M	M	Y	Y	Y	Y	
Age as at the Closing date	Years		Month		Days				

5. Civil Status	**Married**		**unmarried**	

6. Whether Citizen of Sri Lanka	

7. Qualifications

a. <u>Academic Qualification</u>

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

8) Work Experience

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

9. Other Achievements:

Achievement		Year

10. Names of two non-related referees with addresses and Contact Nos.

Name	Address
1.	
2.	

11. Have you been convicted of a criminal offence in a Court of Law? If so, give details:

……

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

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

a) Birth Certificates
b) Certificates of Educational Qualifications
c) Academic Transcript of Degree
d) Certificates of Professional Qualifications
e) Letters of Experience
f) Copies of other achievement certificates

I do hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that, any particulars contained herein are found to be false or incorrect, I am liable to be disqualified before selection or to be dismissed without any compensation if such detection is made after appointment.

……
Signature of Applicant

Date: ……

Certificate of Head of Department/ Institution

(Only for the applicants serving in the Public Service/ Government Corporations/ Statutory Boards.)

General Manager - NWSDB,

I recommended and forward the application of Mr. / Mrs. / Miss. ----------holding the post of ----------in this institution. I certify that his/ her work and conduct are satisfactory and that he/ she has not been subject to any disciplinary action. He/ She can be released/ cannot be released from service if selected for this post.

……
Signature of Head of Department/ Institution
(Official Stamp)

Date: ……