

# NATIONAL WATER SUPPLY & DRAINAGE BOARD

## HUMAN RESOURCES MANAGEMENT SECTION

APPLICATION FOR THE POST OF .....

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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**

**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**