

# NATIONAL WATER SUPPLY & DRANAGE BOARD

## HUMAN RESOURSCES MANAGEMENT SECTION

APPLICATION FOR THE POST OF .....

<b>1. Name with Initials</b>		<b>(Mr./Mrs. /Miss)</b>
Name in full		

<b>2. Postal Address</b>			
WhatsApp Number			
Contact Number			
Email ID			

<b>3. NIC Number</b>	
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<b>4. Date of Birth</b>	D	D	M	M	Y	Y	Y	Y
Age as at the Closing date	Years		Month		Days			

<b>5. Civil Status</b>	<b>Married</b>		<b>unmarried</b>	
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<b>6. Whether Citizen of Sri Lanka</b>	
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**7. 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

**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:**

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**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.

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Signature of Applicant

Date: .....

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**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.

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Signature of Head of Department/ Institution  
(Official Stamp)

Date: .....