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| **NATIONAL WATER SUPPLY & DRANAGE BOARD**  **HUMAN RESOURSCES MANAGEMENT SECTION**  **APPLICATION FOR THE POST OF …………………………………………………………………………………** |

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

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| --- | --- | --- |
| **2. Postal Address** |  | |
| WhatsApp Number |  |
| Contact Number |  |
| Email ID |  |

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| **3. NIC Number** |  |

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

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| --- | --- | --- | --- | --- |
| **5. Civil Status** | **Married** |  | **unmarried** |  |

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| **6. Whether Citizen of Sri Lanka** |  |

**7. Qualifications**

**a. Academic Qualification**

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| --- | --- | --- | --- | --- | --- |
|  | **Institution** | **Qualification** | **Date of Effective** | **Duration** | |
| **From date** | **to date** |
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**b. Memberships of Professional Bodies**

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|  | **Institution** | **Type of membership** | **Corporate / Non** **Corporate** | **Date of Effective** |
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**8) Work Experience**

|  |  |  |  |  |  |
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|  | **Name of Institute / Organization** | **Designation** | **Duration** | | **Total Experience** |
| **From date** | **To date** |
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**9. Other Achievements:**

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|  | **Achievement** | **Year** |
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**10. Names of two non-related referees with addresses and Contact Nos.**

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| --- | --- |
| **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**   1. **Birth Certificates** 2. **Certificates of Educational Qualifications** 3. **Academic Transcript of Degree** 4. **Certificates of Professional Qualifications** 5. **Letters of Experience** 6. **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: ………………………………………. |

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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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| Date: ………………………………………… | …………………………………………………………………………  Signature of Head of Department/ Institution  (Official Stamp) |