**NATIONAL WATER SUPPLY & DRANAGE BOARD**

**HUMAN RESOURSCES MANAGEMENT SECTION**

**APPLICATION FOR THE POST OF …………………………………………………………………………………**

|  |  |
| --- | --- |
| **Employee Number** |  |

|  |  |  |
| --- | --- | --- |
| **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** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **8. Date of birth** | **Y** | **Y** | **Y** | **Y** | **M** | **M** | **D** | **D** |
| **9. Age as at the Closing date** | **Years** |  | **Month** |  | **Days** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **10. Civil Status** | **Married**  |  | **Unmarried** |  |

|  |  |
| --- | --- |
| **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** |
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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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|  |  |  |  |  |

**17. Work Experience**

 **a) Work Experience (NWSDB)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Designation** | **Permanent****or Acting** | **Board Grade** | **Duration** | **Total** **Experience** |
| **From date** | **From date** |
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**a) Work Experience (Outside)**

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

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| --- | --- | --- |
|  | **Achievement** | **Year** |
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 **19. Any disciplinary actions taken with in last 3 years.** ………………………………………..

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| --- |
| **20. Copies of the following certificates (Not originals) should be attached:** **P.S. Applications not supported by copies of these certificates will be rejected**1. **Certificates of Educational Qualifications**
2. **Certificates of Professional Qualifications**
3. **Letters of Experience**
4. **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** |
| **2022** |  |  |  |  |  |
| **2023** |  |  |  |  |  |
| **2024** |  |  |  |  |  |
| **Management Assistant:-……………………………………………**  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Above average** | **Average** | **Below the average** | **Satisfaction** | **unsatisfaction** |
| **Work** |  |  |  |  |  |  |
| **Attendance** |  |  |  |  |  |  |
| **Conduct** |  |  |  |  |  |  |
| **Recommendation of the Sectional Head****………………………………………………………….****Signature of the Sectional Head & Seal** |