

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								

a) Work Experience (Outside)

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

18. Other Achievements:

Achievement	Year

PLUSINFO.LK

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
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