

*Application for Recruitment – Non-Academic Staff*

*Recruitment and Selection Policy - Annex II*

*Form No.*

*Approved for Quality Management System*

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| *Faculty* | *Department / Section/ Division* |
| *NA* | *Human Resources* |

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| **General Information** | | | | | | | | | | | |
|  | Post Applied : | | | | | | | | | | |
|  | Preferred Name: | | | | | | | | | | |
|  | Name in Full *(Please underline the surname)*: | | | | | | | | | | |
|  | Address: | | | | | | | | | | |
|  | E-mail: | | | | | Contact No: | | | | | |
|  | NIC No: | | | Passport Number: | | | | | | | |
|  | Date of Birth: | | | Age: | | | | Marital Status : | | | |
|  | Spouse’s Name: | | | | | | | Occupation: | | | |
|  | No. of children: | Age: | | | | | Sex: | | | | |
|  | Contact details in case of an emergency:  *Name of the person:*  *Relationship : Contact No:* | | | | | | | | | | |
| **Educational Qualification** | | | | | | | | | | | |
| *Ordinary Level* | | | | | | | | | | | |
| *School:* | | | | | | | | | *Year:* | | |
| *Subject* | | | *Grade* | | *Subject* | | | | | | *Grade* |
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| *Advanced Level* | | | | | | | | | | | |
| *School:* | | | | | | | | | *Year:* | | |
| *Subject* | | | *Grade* | | *Subject* | | | | | *Grade* | |
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| **Higher Educational Qualification** *(Academic & Professional Qualifications )* | | | | | | | | | | |
| *University/Institute* | | *Degree/Diploma* | | | | | *Class* | | *Period* | |
| *From* | *To* |
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| **Working Experience** *(Please start with the present employment)* | | | | | | | | | | |
| *S/N* | *Name of Organization / Institute* | | *Position Held* | | *Period Employed* | | | *Reason for Leaving* | | |
| *From* | *To* | |
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| **Extra Curricular Activities** | | | | | | | | | | |
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| **Professional References** | | | | | | | | | | |
| **1.** | | | | **2.** | | | | | | |
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|  | | | |  | | | | | | |
| *Tel:* | | | | *Tel:* | | | | | | |
| *Email:* | | | | *Emil:* | | | | | | |
| I hereby certify that the information stated above is true and correct. | | | | | | | | | | |
| *Signature of Applicant:* | | | | | | | | | | |
| *Date:* | | | | | | | | | | |

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| *Sections – 1 &2 are for Guidance & Information* |
| *Section – 1*  *Requirement* |
| *To comply with International Standard ISO 9001:2015 – Quality Management Systems - Requirements* |
| *Clause :- 7 Support* |
| *Sub-Clause :- 7.2 Competence* |
| *The organization shall:*  *a) determine the necessary competence of person(s) doing work under its control that affects the performance and effectiveness of the quality management system;*  *b) ensure that these persons are competent on the basis of appropriate education, training, or experience;* |

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| *Section – 2*  *Processing Procedure* | |
|  | *This Application has been published in the cinec website and the link is given in the vacancy advertisement.* |
|  | *As per the requirement This Application can be filled and submission should be done online by the candidate.* |
|  | *Responsibility of processing the document is vested with Human Resources Manager.* |
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