

INSTRUCTIONS FOR APPLICANTS

OFFICER CADET VACANCIES OF THE SRI LANKA ARMY VOLUNTEER FORCE

GENERAL

1. This is a guide to complete the application form for the enlistment of **Officer Cadets** to the Sri Lanka Army Volunteer Force.

2. Duly completed applications should be submitted online or under registered post to reach the **Headquarters, Sri Lanka Army Volunteer Force, Salawa, Kosgama.**

The applications are open until **31 March 2021** and all the applicants should duly complete the applications after reading the given instructions. Further, correction fluid or white outs should not be applied on applications and kindly note that unclear applications will be rejected.

3. Application could be downloaded from the **www.army.lk/slavf** Sri Lanka Army Volunteer Force official website.

4. Downloaded applications should be printed both sides of white A4 sheets.

5. Both online and registered post applicants must attach certified copies of following documents:

- a. National Identity Card.
- b. GCE(A/L) Certificates.
- c. GCE(O/L) Certificates.
- d. Birth Certificate.
- e. Other Educational Certificates.

6. You are required to mention OFFICER CADET VACANCIES in the top left corner of the envelope sent by registered mail. Also, one applicant should not submit more than one application.

Eg :

OFFICER CADET VACANCIES	
From	To: Headquarters, Sri Lanka Army Volunteer Force, Salawa Kosgama

Pre requisites for candidates

7. Basic Qualification:

- a. Citizenship : Should be a male Sri Lankan citizen
- b. Age : Should be between 18-26 age by 31 March 2021
- c. Height : Should not be less than 5'6" feet
- d. Weight : Should not be less than 50 kg (110 pounds)
- e. Eyesight : Right eye 6/6 and left eye 6/6 (without specs and lenses)
- f. Chest : Minimum "32 "
- g. Civil Status : Should be single
- h. **Educational Qualification:**

(1) Passing the **G.C.E (O/L)** Examination in two Sittings with four Credit Passes including **English and Ordinary Passes for Mathematics and Sinhala/Tamil Language** or any other international examination (**Pearson/ Edexcel, GCSE, GCE and Cambridge**) recognized by Department of Examination, Sri Lanka as an equivalent. The candidates who have obtained a **simple pass** for English at GCE (O/L) will be considered if they possess any of the **NVQ Level -5 or above** diploma in English subject offered by a UGC recognized university/institute as an additional qualification.

(2) Passing two subjects in one sittings and Obtaining 30% of marks for Common General Test. or any other international examination (**Pearson/ Edexcel, GCSE, GCE and Cambridge**) recognized by Department of Examination, Sri Lanka as an equivalent.

(3) Proficiency of languages other than Sinhala and English would be considered as an additional qualification.

8. Service Regulation:

- a. The applicants get selected from the final interview will be enlisted as Officer Cadets and they are required to complete the diploma program and Officer Cadet Course simultaneously.
- b. Uniforms and insignias, accommodation facilities, food and medical facilities will be provided by the Sri Lanka Army Volunteer Force to the enlisted Officer Cadets.
- d. Every Officer Cadet enlisted will be bound to a Five Hundred Thousand Rupees (Rs. 5, 00,000.00) bond and five years (05) of service, that should be cleared at the occasion of being resigned during the bond period or getting enlisted by giving false information or bad health

condition or misconduct or the person of authority decides within the bond period whenever getting resigned from the Sri Lanka Army Volunteer Force.

- e. The enlisted Officer Cadets should be agreed to serve at any part of the country.
- f. Not allowed to meet the parents/guardians or any other visitor without permission of the person of authority during the Officer Cadet Course.
- g. Every Officer Cadet who successfully completes the Officer Cadet Course will be commissioned in the rank of Second Lieutenant.

9. **Pay and allowance of Officer Cadets during the training period:**

- a. Basic Salary : Rs. 32,380.00
- b. Cost of living allowance : Rs. 7,800.00
- c. Uniform upkeep allowance : Rs. 525.00
- d. Monthly allowance : Rs. 1000.00
- e. Hard lying allowance : Entitled after basic training (for non-operational area)
- f. Hard lying allowance : Entitled after basic training (for operational areas)
- g. Minimum complete salary : **Rs. 41,705.00** (within the training period)

10. Entitled to receive the following Minimum complete salaries mentioned against the ranks while getting promoted to the under mention ranks after being commissioned upon the completion of the training course:

- a. Second Lieutenant : Rs. 83,636.00
- b. Lieutenant : Rs. 92,896.00
- c. Captain : Rs. 100,906.00
- d. Major : Rs. 107,196.00
- e. Lieutenant Colonel : Rs. 114,326.00
- f. Colonel : Rs. 131,756.00
- g. Brigadier : Rs. 142,171.00
- h. Major General : Rs. 149,656.00

11. **Instruction to the applicants:**

- a. Complete all the sections of application downloaded from the web site **www.army.lk/slavf** with clear hand writing in English medium.

- b. The applications received after the deadline and the incomplete applications will not be accepted considering that they have not fulfilled the requirements of this announcement.
- c. If the applications of the applicants employed at public service, authorities, boards/civil organizations get selected the relevant section of the application should be certified by the head of the department/authority/board.
- d. The applicants are expected to produce the originals of the following documents at the interviews:
- (1) National Identity Card
 - (2) Birth Certificate
 - (3) Certificates of educational qualifications [GCE(O/L) and GCE(A/L)]
 - (4) School leaving certificate
 - (5) A Grama Niladhari certificate issued within six months
 - (6) Two-character certificates issued within six months (one of them should be from the principal of the school where the applicant studied last and the other should be from a responsible person who is acquainted to the applicant or from the current employer if the applicant is currently employed)
 - (7) Certificates of sports and extracurricular achievements
 - (8) Consent of the Head of the Department for enlisting in Sri Lanka Army Volunteer Force if already employed in a Government Department/Institution
- e. Applicants those who failed in producing the originals of the mentioned certificates will not be considered.
- f. Only the copies of the originals should be sent along with the applications that are sent under registered cover and only the scanned copies of the certificates in pdf version should be attached when submitting the digital application form available at **www.army.lk/slavf**
- g. Sri Lanka Army Volunteer Force is not responsible in returning the originals of the certificates that are being sent along with applications.
- h. Stating false information in the application would cause cancellation of his candidateship or discharge from the Sri Lanka Army Volunteer Force after the enlistment.
- i. The applicants are expected to produce the national identity card at the occasion of being called with regards to this post.

- j. Qualified candidates should be presented to a medical board prior to the final board of interview.
- k. Shall obtain further information by visiting the web site **www.army.lk/slavf** or calling 0113188558.

12. **Selection/ interview:**

- a. The selected candidates will be informed the date, time and venue of the interview to the postal address or telephone number/email address that they have mentioned in the application.
- b. The expenses of attending the interview will not be borne by the Sri Lanka Army Volunteer Force.
- c. The disqualified applicants will not be informed.
- d. Submission of an application is not subjected to arise a legitimate expectation to be enlisted as officer cadet.

13. **Instruction to Fill the Application:**

- a. **Application should be filled by the block capitals.**
- b. **Write your responses within the given cages.**
- c. **Refrain from using correction fluid/white-outs.**
- d. **Use the last page if the given space is not sufficient.**
- e. **Name with initials:** should not write more than one character in a cage. Leave a cage between each initial.
- f. **Full Name:** Should mention the complete name with surname.
- g. **Contact Nos:** mention two contact numbers in your frequent use.
- h. **Email Address:** Mention a valid email address since the interview call up letters will be sent to the email address you state.
- i. **Date of Birth:** Fill Year/Month/ Date as bellow eg:

2	5	1	2	1	9	9	9
D	D	M	M	Y	Y	Y	Y

- j. **Age as at 31 March 2021:** Age for the date of deadline of application submission as bellow eg:

2	0	1	0	0	2
y	y	M	M	D	D

- k. **Height:** Mention your height in the relevant cages in centimeters and inches.
- l. **Weight:** should be mentioned correctly in kilogram.

EDUCATION QUALIFICATIONS

- m. **GCE A/L or Equivalent Exam :** Fill the cages accordingly depending on the number of attempts you have made and correct index number.
- n. **GCE O/L or Equivalent Exam :** Fill the cages accordingly depending on the number of attempts you have made and correct index number.
- o. **Other Academic Qualifications:** Details of educational qualifications other than the school educational qualifications.
- p. **Extracurricular Activities:** Clearly mention the details of the extracurricular activities (sports and other performances)

OTHER PERSONAL DETAILS

- q. **NIC/ Driving License/ passport No:** It is mandatory to mention these.
- r. **Postal address:** Kindly mention the address you reside.
- s. **Marital State:** mention single/married/unmarried/widowed/divorced
- t. **Province:** When naming the province use the codes given below:

	PROVINCE		CODE
(1)	Western Province	:	WP
(2)	Central Province	:	CP
(3)	Sothern Province	:	SP
(4)	North Western Province	:	NW
(5)	Uva Province	:	UP
(6)	Eastern Province	:	EP
(7)	Sabaragamuwa province	:	SB
(8)	Northern Province	:	NP
(9)	North Central Province	:	NC

- u. **District:** The district you belong
- v. **ED & No:** Electoral division and its number
- w. **GN Division & No:** Grama Niladhari Division and the number
- x. **Records of previous service in armed forces (if any):** Please mention the details if you have served or serving in armed forces (Army/Navy/Air Force) including Police and CSD before.
- y. **Details of Occupation:** Mention the details of your previous/current occupation/s, if any. If you are still employed, the employer must certify it.
- z. **Dual Citizenship (If any):** Please mention correct details if you are holding a dual citizenship.

- aa. **Family details:** Provide the details of your parents/guardian and siblings.
- ab. **Details of blood relations who serve/d in the Sri Lanka Army (if any):** Provide the details of family member/s or any of the Blood relative/s serve or had served in the Sri Lanka Army.
- ac. **Have you or any of your close relatives ever been convicted or found guilty or have any court case against at any Court of Law? (If any, provide full particulars of each case)** State accurate information if you or any of your close relatives have been convicted or found guilty at any court of law or any case pending at any court of law.
- ad. **Details of two non-relatives who know your character and qualifications very well:** Provide correct details and contact numbers of two non-relatives where we could get any clarification of your details provided in this application.
- ae. **Date:** Date you fill the application
- af. **Signature:** Don't forget to sign after completing the application.
- ag. **Document Attached:** Do not attach the originals of the certificates with the application. Attach certified photocopies only. Don't forget to mark the correct box for documents attached.
- ah. **In case of insufficient space in the columns provided in the application, use this page and provide additional details:** If the space provided in the respective columns is insufficient use this page to provide additional details.