

# INSTRUCTIONS FOR APPLICANTS

## DIRECT ENLISTMENT OFFICER VACANCIES OF THE SRI LANKA ARMY VOLUNTEER FORCE

### GENERAL

1. This is a guide to complete the application form for the enlistment of Direct Enlisted Professional Officers to the Sri Lanka Army Volunteer Force.
2. Duly completed applications should be submitted under registered post to reach the Headquarters, Sri Lanka Army Volunteer Force, Salawa, Kosgama.  

The applications are accepted until 30 April 2024 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](http://www.army.lk/slavf)” Sri Lanka Army Volunteer Force official website.
4. Downloaded applications should be printed on both sides of white A4 sheets.
5. Registered post applicants must attach certified copies by Justice of Peace of following documents:
  - a. National Identity Card.
  - b. GCE(A/L) Certificates.
  - c. GCE(O/L) Certificates.
  - d. Relevant Degree Certificates.
  - e. Birth Certificate.
  - f. Other Higher Educational Certificates.
6. You are required to mention DIRECT ENLISTMENT OFFICER VACANCIES in the top left corner of the envelope sent by registered mail. Also, one applicant should not submit more than one application.

Eg:

DIRECT ENLISTMENT OFFICER VACANCIES (Relevant Profession)	
From:  Your Address	To:  Headquarters, Sri Lanka Army Volunteer Force, Salawa, Kosgama

## **PRE-REQUISITES FOR CANDIDATES**

1. Basic Qualification:
  - a. Citizenship : Should be a Sri Lankan citizen (Male/Female).
  - b. Age :Lieutenant – Should be between 18-30 years of age by 30June 2024.  
Captain – Should be 18-32 years of age by 30June 2024.
  - c. Weight :Should not be less than 50 kg (110 pounds) for male and 45 kg (98 pounds) for female.
  - d. Civil Status : Single or married.
  - e. Basic Educational Qualification:
    - (i) Passing Minimum of six subjects with five (5) Credit (C) Passes including English Language in a one sitting and not more than two attempts at GCE (O/L) examination or any other international examination (Pearson/ Edexcel, GCSE, GCE and Cambridge) recognized by Department of Examination, Sri Lanka as an equivalent.  

and
    - (ii) Passing three subjects in one sitting not more than three attempts at GCE (A/L) examination or any other international examination (Pearson/ Edexcel, GCSE, GCE and Cambridge) recognized by Department of Examination, Sri Lanka as an equivalent.
    - (iii) Should have a basic degree relevant to the profession which is accept by UGC.
    - (iv) Proficiency of language/s other than Sinhala and English would be considered as an additional qualification.
  - f. Professional Qualifications: Separately mentioned as per the profession.
2. Service Regulation:
  - a. The applicants,who get selected from the final interview, will be enlisted as Officer Cadets and they will be commissioned in the relevant ranks after completing the basic military training which is specially designed for professional officers.
  - 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 one million Rupees (Rs. 10, 00,000.00) bond and ten years (10) of service, that should be cleared at the occasion of being resigned during the bond period for 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.
3. Pay and allowance of Officer Cadets during the training period:

- a. As per the Army Pay Code (Management Service Circular 3/2016)
4. Instructions to the applicants:
- a. Complete all the sections of application downloaded from the web site [www.army.lk/slavf](http://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 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 basic educational qualifications [GCE (O/L) and GCE (A/L)]
  - (4) Certificates of professional qualifications and experience (Degree, Diploma)
  - (5) School leaving certificate
  - (6) A GramaNiladhari certificate issued within six months
  - (7) 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)
  - (8) Certificates of sports and extracurricular achievements
  - (9) 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, who failed in producing the originals of the mentioned certificates at the interviews, 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](http://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 or any sort of influence 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/slavfor](http://www.army.lk/slavfor) calling 0113188558.
5. 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 an Officer Cadet/Direct Enlisted Officer.
6. Instructions 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 call up letters for interviews will be sent to the email address that you have stated.
  - i. Date of Birth: Fill Date /Month/ Year as bellow eg:
 

1	8	1	2	1	9	9	9
D	D	M	M	Y	Y	Y	Y
  - j. Age as at 01June2024: 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 Feets and inches.

1. Weight: should be mentioned correctly in kilogram.

### **EDUCATION QUALIFICATIONS**

1. GCE A/L or Equivalent Exam: Fill the cages accordingly depending on the number of attempts you have made and correct index number.
2. GCE O/L or Equivalent Exam: Fill the cages accordingly depending on the number of attempts you have made and correct index number.
3. Higher Academic and Professional Qualifications: Details of higher educational qualifications other than the school educational qualifications and professional qualification.
4. Work Experience: Clearly mention the details of the Work Experiences.

### **OTHER PERSONAL DETAILS**

1. NIC/ Driving License/ passport No: It is mandatory to be mentioned.
2. Postal address: Mention the address you reside.
3. Marital State: Mention single/married/unmarried/widowed/divorced
4. Province: When naming the province use the codes given below:

	PROVINCE		CODE
(a)	Western Province	:	WP
(b)	Central Province	:	CP
(c)	Sothern Province	:	SP
(d)	North Western Province	:	NW
(e)	Uva Province	:	UP
(f)	Eastern Province	:	EP
(g)	Sabaragamuwa province	:	SB
(h)	Northern Province	:	NP
(i)	North Central Province	:	NC

5. District: The district you belonged.
6. ED & No: Electoral Division and its number.
7. GN Division & No: GramaNiladhari Division and the number
8. 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.
9. Details of Occupation: Mention the details of your previous/current occupation/s, if any. If you are still employed, the employer must certify it.
10. Dual Citizenship (If any): Please mention correct details if you are holding a dual citizenship.
11. Family details: Provide the details of your parents/guardian and siblings.

12. 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.
13. 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.
14. 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.
15. Date: Date you fill the application
16. Signature: Don't forget to sign after completing the application.
17. 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.
18. 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.
19. It is informed that the applications of which applied as direct enlisted officers in the Sri Lanka Army Volunteer Force (SLAVF), should reach under registered post to address given below or drop into the application box placed at the main gate of the Headquarters, SLAVF

Recruiting Officer,  
HQ SLAVF,  
Army Camp,  
Seethawaka,  
Kosgama.