

INSTRUCTIONS FOR APPLICANTS

OFFICER CADET VACANCIES OF THE SRI LANKA ARMY VOLUNTEER FORCE

GENERAL

1. This is a guide to complete the application for the enlistment of Officer Cadets to the Sri Lanka Army Volunteer Force.
2. Duly completed application should be submitted by registered post to reach the Recruiting Officer, Headquarters, Sri Lanka Army Volunteer Force, Seethawaka, Kosgama.

The applications are accepted until 29 February 2024, and all the applicants should duly complete the applications after reading the given instructions. Further, correction fluid or whiteouts should not be applied on applications and kindly note that unclear applications will be rejected.

3. Application could be downloaded from the Sri Lanka Army Volunteer Force official website“www.army.lk/slavf/join-us”.
4. Downloaded applications should be printed on single side of white A4 sheets.
5. Applicants must attach certified copies by Justice of Peace of the following documents:
 - a. National Identity Card.
 - b. GCE(A/L) Certificates.
 - c. GCE(O/L) Certificates.
 - d. Sports & Other Relevant Certificates.
 - e. Birth Certificate.
 - f. Other Higher Educational Certificates.
6. You are required to mention “OFFICER CADET VACANCIES 2024” in the top left corner of the envelope sent by registered mail and applicant should not submit more than one application.

Eg:

OFFICER CADET VACANCIES - 2024	
From: Your Address	To: Recruiting Officer, Headquarters, Sri Lanka Army Volunteer Force, Seethawaka, Kosgama.

PREREQUISITES FOR CANDIDATES

7. Basic Qualifications:

- a. Citizenship : Should be a Sri Lankan male citizen.
- b. Age : Should be between 18-26 years of age by 29 February 2024.
- c. Weight : Should not be less than 50 kg (110 pounds)
- d. Height : Not less than 5 feet & 6 inches
- e. Chest : Not less than 32 inches
- f. Civil Status : Single
- g. Basic Educational Qualifications:

(1) Should have passed six (06) subjects with four (04) credit passes including English and ordinary passes for Mathematics and Sinhala / Tamil in not more than two sittings at the GCE (O/L) Examination or any other international examinations (Pearson, Edexcel, GCSE, GCE and Cambridge) recognized by the Department of Examinations, Sri Lanka as an equivalent.

(2) Should have passed three subjects and obtained 30% marks from Common General Test in not more than one sitting at the GCE (A/L) Examination or any other international examinations recognized by the Department of Examinations, Sri Lanka as an equivalent.

(3) Any other higher educational qualifications or achievements in sports will be considered as added qualifications.

8. Service Regulation:

- a. The applicants who got selected from the final interview, will be enlisted as Officer Cadets. They will be commissioned in the rank of Second Lieutenant after completing the basic military training and after completing other requirements mentioned in the Sri Lanka Army Volunteer Force Regulations.
- 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 as per the approved laws and regulations.
- c. Every Officer Cadet enlisted will be bound to a five lakh 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 for getting enlisted by giving false information or poor health condition or misconduct or the person of authority decides within the bond period.
- d. The enlisted Officer Cadets should agree to serve at any part of the country.

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

- a. As per the Army Pay Code (Management Service Circular 3/2016)

10. Instructions to the applicants:
- a. Complete all the sections of application downloaded from the web site www.army.lk/slavf/join-us with clear hand writing in English medium. (Please use capital block letters)
 - 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. 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
 - d. Applicants who failed in producing the originals of the mentioned certificates at the interviews, will not be considered.
 - e. Only the copies of the originals should be sent along with the applications that are sent by registered cover.
 - f. Sri Lanka Army Volunteer Force is not responsible in returning the originals of the certificates that sent along with applications.
 - g. 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.
 - h. The applicants are expected to produce the National Identity Card at the occasion of being called with regards to this post.

- i. Qualified candidates should be presented to a medical test and physical efficiency test along with written test prior to the final board of interview.
- j. Shall obtain further information by visiting the web site, www.army.lk/slavf/join-usor calling 0113188558.

11. Selection/ interview:

- a. The selected candidates will be informed the date, time and venue of the interview to the 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 at any stages will not be informed during the interview.
- d. Submission of an application or participation for an interview is not subject to arise a legitimate expectation to be enlisted as an Officer Cadet.

12. Instructions to fill the application:

- a. Application should be filled by the block letters.
- 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 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 below eg:

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

- j. Age as at 29February 2024: Age for the date of deadline of application submission as below eg:

2	4	0	2	0	4
y	y	M	M	D	D

- k. Height: Mention your height in the relevant cages in feet and inches.
- l. Weight: Should be mentioned correctly in kilograms.

EDUCATIONAL QUALIFICATIONS

- a. GCE A/L or Equivalent Examination: Fill the cages accordingly depending on the number of attempts you have made with correct index number.
- b. GCE O/L or Equivalent Examination: Fill the cages accordingly depending on the number of attempts you have made with correct index number.
- c. Higher Academic and Professional Qualifications: Details of higher educational qualifications other than the school educational qualifications and professional qualification.

OTHER PERSONAL DETAILS

- a. NIC/ Driving License/ Passport No: It is mandatory to be mentioned.
- b. Postal Address: Mention the address you reside.
- c. Marital State: Mention single/married/unmarried/widowed/divorced
- d. Province: When naming the province use the codes given below:

	PROVINCE		CODE
(1)	Western Province	:	WP
(2)	Central Province	:	CP
(3)	Southern 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

- e. District: The district you belonged.
- f. ED & No: Electoral Division and its number.
- g. GN Division & No: GramaNiladhari Division and the number
- h. 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/CSD/Prison before.
- i. Details of Occupation: Mention the details of your previous/current occupation/s, if any. If you are still employed, the employer must certify it.
- j. Dual Citizenship (If any): Please mention correct details if you are holding a dual citizenship.
- k. Family details: Provide the details of your parents/guardian and siblings.
- l. 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 served in the Sri Lanka Army.
- m. 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.

- n. Details of two non-relatives who know your character and qualifications well: Provide correct details and contact numbers of two non-relatives where we could get any clarification of your details provided in this application.
- o. Date: Date you fill the application.
- p. Signature: Do not forget to sign after completing the application. Applications have no signature will be rejected without any notice.
- q. Document Attached: Do not attach the originals of the certificates with the application. Attach certified photocopies only. Do not forget to mark the checklist document attached box for documents attached.
- r. If the space provided in the respective columns is insufficient use the text box provided in the application to mention the additional details.

13. It is informed that the applications of which applied as Officer Cadets in the Sri Lanka Army Volunteer Force (SLAVF), should reach by registered post to the 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.