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**Vacancies
Ministry of Defence**

Recruitment on an open basis to the posts of Director (permanent) in the Senior Management Category of the National Authority for the Implementation of the Chemical Weapons Convention, operating under the Ministry of Defence.

Applications are hereby invited from suitably qualified Sri Lankan citizens, as specified in this notice, to fill one (01) vacancy in the permanent post of Director in the Senior Management Category of the National Authority for the Implementation of the Chemical Weapons Convention, operating under the Ministry of Defence.

01. Method of Recruitment:

Out of the applicants who have fulfilled the qualifications specified in the notice, the candidate who scores the highest marks based on the results of an eligibility evaluation interview, conducted by an Eligibility Evaluation Interview Board appointed by the Secretary to the Ministry of Defence, will be recruited. Therein, the eligibility evaluation interview will be conducted in accordance with the marking scheme approved by the Department of Management Services (as mentioned under No. 06).

The effective date of the appointment will be determined by the Honorable Minister in charge of the Ministry assigned with the relevant subject.

02. Required qualifications:

i. Educational Qualifications and Experience:

• External applicants

Possession of a degree recognized by the University Grants Commission (UGC) in a field of study including Bachelor of Science (B.Sc.) with Chemistry as a subject, or B.Sc. Special Degree in Chemistry, or Engineering (Chemical), along with a postgraduate degree in the relevant field.

and

Possession of at least fifteen (15) years of experience in the relevant field in a "Managerial Level" position in the Government, a State Corporation, Board, Statutory Body, or a reputed Private Establishment.

- **Internal Candidates:**

Possessing the Qualifications required for External Candidates mentioned above.

or

Completion of at least five (5) years of satisfactory service in the relevant field of study in a Grade I position within the Management Services (MM) category.

ii. **Physical Fitness:**

Should have the physical and mental fitness required to perform the duties assigned to the post satisfactorily and to serve in any part of the island.

iii. **Other Qualifications :**

(a) Should be a citizen of Sri Lanka

(b) Should be of excellent moral character

(c) All qualifications required for recruitment to the post must have been fulfilled in every respect as of the closing date for applications.

03. Conditions of Appointment and Terms of Service:

i. This post is permanent with entitlement for Employees Provident Fund and Employees Trust Fund.

ii. Officers recruited from external candidates will be appointed on a three (03)-year probationary period, during which their performance and conduct will be assessed. If the officer performs duties and conducts themselves satisfactorily throughout the probationary period, the appointment to the post will be confirmed as permanent at the end of the probationary period. Internal candidates already holding permanent posts in the relevant service category may, at the time of appointment, be subject to a specified period of work performance assessment.

iii. The appointment is subject to the Procedural Code of the Public Service Commission, the Establishments of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations, and any other departmental instructions in force.

04. Age Limit:

Should not be less than 35 years and not more than 55 years on the date of closing of application. The upper age limit will not apply to the internal candidates.

05. Salary Scale :

HM 1-1 2025 - Rs. 140,640 – 15 X 4,100 – 202,140

(Salaries will be paid in accordance with Schedule II of Management Services Circular No. 01/2025.)

06. The following marking scheme will be based upon for the eligibility assessment interview.

	Criteria for Awarding Marks	Allocation of Marks	Maximum Marks
01	<p>Additional Educational Qualifications / Additional Professional Qualifications</p> <p>(excluding the basic qualifications and the qualifications considered for meeting the basic qualifications) </p> <p>PhD Degree obtained relevant to the field</p>	30 marks	30
	Criteria for Awarding Marks	Allocation of Marks	Maximum Marks
02	<p>Additional Experience</p> <p>Experience obtained relevant to the field (considered in addition to the 15 years of experience taken into account for the basic qualifications)</p> <p>(A maximum of 30 marks will be awarded.)</p>	05 marks per year	30
	Criteria for Awarding Marks	Allocation of Marks	Maximum Marks
03	<p>Computer Literacy</p> <p>Degree in which Information Technology has been studied as a major subject at a university recognized by the University Grants Commission</p> <p>Diploma course in Information Technology of not less than 01 year or 1,500 hours conducted by a Government-recognized institution</p> <p>Certificate course in Information Technology conducted by a Government-recognized institution</p> <p>06 months / 720 hours</p> <p>03 months / 360 hours</p> <p>(Marks will be awarded only for the highest qualification)</p>	<p>7.5 marks</p> <p>5 marks</p> <p>3 marks</p> <p>2 marks</p>	15
	<p>Language Proficiency</p> <p>English Language</p> <p>Postgraduate Degree / Degree studied in the English medium (all examination papers relevant to the qualification should have been answered in English)</p>	7.5 marks	

	Diploma course in English Language at a university recognized by the University Grants Commission or at a Government-recognized institution (not less than 01 year or 1,500 hours)	5 marks	
	Certificate course in English Language at a university recognized by the University Grants Commission or at a Government-recognized institution	3 marks	
	-06 months / 720 hours -03 months / 360 hours (Marks will be awarded only for the highest qualification)	2 marks	
	Criteria for Awarding Marks	Allocation of Marks	Maximum Marks
04	Competencies Demonstrated at the Interview ➤ Leadership ➤ Attitude ➤ Personality ➤ Communication Skills		25
	Total		100

Note:

If the period relevant to any certificates submitted at the eligibility assessment interview is not specified, it shall be the responsibility of the applicant to obtain written confirmation of such periods from the relevant institution and submit the same. Certificates for which the relevant period is neither specified nor duly confirmed will not be considered for the purpose of awarding marks.

07. Candidates' Identity:

Only candidates who have submitted duly completed applications in all respects will be called for the structured interview for the assessment of eligibility.

Candidates are required to produce the originals of all certificates together with duly certified copies thereof at the interview.

For the purpose of verifying identity at the interview, the following identity documents will be accepted:

- i. A valid National Identity Card
- ii. A valid Passport

08. Method of Submission of Applications

- i. Duly completed applications should be sent by registered post to reach the Secretary, Ministry of Defence, Defence Services Division, Defence Headquarters Complex, Sri Jayewardenepura, Kotte, on or before 31.07.2026 Applications received after the closing date will be rejected.

- ii. A specimen application form to be submitted is given at the end of this notice. Applicants shall prepare their applications on A4-sized paper in accordance with the specimen provided, arranging sections 01 to 03 on the first page, sections 04 to 06 on the second page, and sections 07 to 08 on the third page, and shall complete the application in their own handwriting.
- iii. The top left-hand corner of the envelope containing the application should clearly indicate: “Application for the Post of Director (Permanent)” of the National Authority for the Implementation of the Chemical Weapons Convention.
- iv. The signature of the applicant on the application form shall be certified by a Principal of a Government school, a Justice of the Peace, a Commissioner for Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officer of the Tri-Forces, or a public officer holding a permanent post with a basic monthly salary of not less than Rs. 72,280/-.
- v. Officers who are currently employed in the Public Service or the Provincial Public Service shall submit their applications through the Head of the Department in which they are serving.
- vi. Applications that do not conform to the format of the specimen application form attached hereto will be rejected. No complaints regarding the loss or delay of applications will be entertained.

09. Furnishing of False Information:

If any information stated in the application submitted by you is found to be false or incorrect prior to recruitment, your candidature will be cancelled. If any such false or incorrect information is discovered after recruitment, action will be taken to terminate your service, subject to the applicable procedures.

10. In the event of any inconsistency or contradiction between the Sinhala, Tamil, and English versions of this notice, the Sinhala version shall prevail.

11. In respect of any matter not provided for in this notice, or in the event of any issue arising in the course of this recruitment process, the decision of the Appointing Authority, shall be final.

By Order of the Appointing Authority,

Secretary

Ministry of Defence

Defence Headquarters Complex,

Sri Jayewardenepura,

Kotte.

10.07.2026