

## INSTRUCTIONS FOR APPLICANTS

### LADY OFFICER CADET VACANCIES OF THE SRI LANKA ARMY VOLUNTEER FORCE

#### GENERAL

1. This is a guide to complete the application for the enlistment of Lady 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.
3. The applications are accepted until 30 November 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.
4. Application could be downloaded from the Sri Lanka Army Volunteer Force official website “[www.army.lk/slavf/join-us](http://www.army.lk/slavf/join-us)”.
5. Downloaded applications should be printed on a single side of white A4 sheets.
6. Applicants must attach certified copies 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.
7. You are required to mention “LADY OFFICER CADET VACANCIES 2024” in the top left corner of the envelope and send your application by registered mail. An applicant should not submit more than one application.

Eg:

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

## PREREQUISITES FOR CANDIDATES

### 8. Basic Qualifications:

- a. Citizenship : Should be a female and Sri Lankan citizen.
- b. Age : Should be between 18-24 years of age by 30 November 2024.
- c. Weight : Should not be less than 45 kg (99 pounds)
- d. Height : Not less than 5 feet & 3 inches
- e. Civil Status : Single
- f. Basic Educational Qualifications:
  - a. Should have passed the GCE (A/L) Examination with three (03) Simple Passes and obtained 30% marks for the Common General Test, in one (01) sitting and not more than three (03) attempts  
and
  - b. 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.  
or
  - c. The candidates who have obtained a simple pass for English at the GCE (O/L) will be considered if they have obtained a Credit pass for English subject at the GCE (A/L) examination or possess any diploma/degree in English medium NVQ Level - 4 or above offered by a university/institute recognized by the University Grants Commission. (NVQ certificate should be submitted.)  
or
  - d. An equivalent result obtained at an internationally recognized examination (Pearson Edexcel, GCSE, GCE, and Cambridge or any other) as recognized by the Department of Examinations, Sri Lanka as equivalents to the GCE (O/L) and the GCE (A/L) examinations in Sri Lanka (Including compulsory subjects above).
  - e. Any other higher educational qualifications or achievements in sports will be considered as added qualifications.

### 9. Service Regulation:

- a. The applicants who are selected from the final interview, will be enlisted as Lady Officer Cadets. They will be commissioned in the rank of Second Lieutenant after completing the basic military training and 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 Lady Officer Cadets as per the approved laws and regulations.

- c. Every Lady Officer Cadets 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 resignation within the bond period. They are also liable to pay the amount if it is discovered that they provided false information during enlistment, poor health, involved in misconduct or a person of authority decides within the bond period.
- d. The enlisted Lady Officer Cadets should agree to serve at any part of the country.
10. Pay and allowances of Lady Officer Cadets during the training period:
- a. As per the Army Pay Code (Management Service Circular 3/2016)
11. Instructions to the applicants:
- a. Complete all the sections of application downloaded from the web site [www.army.lk/slavf/join-us](http://www.army.lk/slavf/join-us) with clear hand writing in English. (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 Grama Niladhari 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 fail 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 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 a written test prior to the final board of interview.
- j. Shall obtain further information by visiting the web site, [www.army.lk/slavf/join-us](http://www.army.lk/slavf/join-us) or calling 0113188558.

12. Selection/ interview:

- a. The selected candidates will be informed of the date, time and venue of the interview by telephone number/email address mentioned in the application.
- b. The expenses of attending the interview will not be borne by the Sri Lanka Army Volunteer Force.
- c. If an applicant is disqualified at any stages, the will not be informed during the interview.
- d. Submission of an application or participation for an interview is not a guarantee of enlistment a Lady Officer Cadet.

13. Instructions to fill the application:

- a. Application should be filled in 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 full 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 30 November 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 the correct index number.

c. Higher Academic and Professional Qualifications: Details of higher educational qualifications other than 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 belong to.

f. ED & No: Electoral Division and its number.

g. GN Division & No: Grama Niladhari Division and the number

h. Records of previous service in the armed forces (if any): Please mention the details if you have served or are serving in the 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 pending court case against in 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 in any court of law or any case pending in 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 with no signature will be rejected without 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.

14. It is informed that the applications for Lady Officer Cadets in the Sri Lanka Army Volunteer Force (SLAVF), should be sent by registered post to the address given below or dropped into the application box placed at the main gate of the Headquarters, SLAVF.

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