

INSTRUCTIONS FOR APPLICANTS

ENLISTMENT OF OTHER PROFESSIONAL OFFICER FOR THE REGULAR FORCE OF THE SRI LANKA ARMY

GENERAL

1. This is a guide to complete the application form for the enlistment of **Other Professional Officers** to the Regular Force of the Sri Lanka Army.
2. Duly completed applications should be submitted under registered cover to reach the **Directorate of Personnel Administration, Army Headquarters, Sri Jayewardenepura, Colombo**. The applications are open until **08 November 2024** and all the applicants should duly complete the applications after reading the given instructions. Correction fluid or white outs should not be applied on applications and kindly note that the unclear applications will be rejected.
3. Application could be downloaded from the www.army.lk/Officer Sri Lanka Army official website.
4. Downloaded applications should be printed on both sides of white A4 sheets.
5. Applicants must attach certified copies of following documents:
 - a. N. I C/Driving License/Passport (Copy)
 - b. Birth Certificate (Copy)
 - c. GCE (O/L) Certificates (Copy)
 - d. GCE (A/L) Certificates (Copy)
 - e. Degree Certificate with Transcript (Copy)
 - f. Certificates of Working Experience (Copy)
 - g. Other Education Qualification Certificates (Copy)
6. You are required to mention **OTHER PROFESSIONAL OFFICERS VACANCIES -2024** on the top left corner of the envelope and sent under registered cover. Also, one applicant should not submit more than one application.

Eg :

OTHER PROFESSIONAL OFFICERS VACANCIES --2024	
From	To: Directorate of Personnel Administration, Army Headquarters, Sri Jayewardenepura, Colombo

7. **Pre-Requisites for Other Professional Officers candidates is attached as Annex A.**

8. **Service Regulation:**

a. The applicants get selected from the final interview will be enlisted as Other Professional Officers and they are required to complete the Direct Enlisted Officer Course of 4 Month at Sri Lanka Military Academy prior to employ as Other Professional Officer in the Sri Lanka Army.

b. Uniforms and insignias, accommodation facilities, food and medical facilities will be provided by the Sri Lanka Army to the enlisted officer.

c. Every Officer enlisted will be bound to a bond amount determine by the Commander of the Army and ten years (10) 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 Army.

d. The enlisted officer should be agreed to serve at any part of the country.

e. Not allowed to meet the parents/guardians or any other visitors without permission of the person of authority during the Officer Cadet Course.

f. All candidates are subjected to security clearance by State Intelligent Service (SIS) and Military Intelligent Corp (MIC) Prior to Commissioning in the respective ranks.

9. **Pay and allowance of Officers:** Entitled to receive the following gross salaries mentioned against the ranks while getting promoted to the under mention ranks after being commissioned. Furthermore, Other Professional Officers are entitling to get allowances approved by the Government of Sri Lanka as per their professional qualification.

a.	Lieutenant	: Rs. 115,874.30
b.	Captain	: Rs. 123,884.30
c.	Major	: Rs. 130,174.30
d.	Lieutenant Colonel	: Rs. 136,654.30
e.	Colonel	: Rs. 153,734.30
f.	Brigadier	: Rs. 164,324.30
g.	Major General	: Rs. 172,234.30

10. **Instruction to the applicants:**

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

b. Applications received after the deadline and the incomplete applications will not be accepted.

c. The employees of deference services, Police, public service authorities, boards and civil organizations should forward the application only with the approval/recommendation of the head of the institution of current employment.

d. The applicants are required to produce originals of the following documents in three separate files at the interview.

(1) **File No 01:**

- (a) Birth Certificate.
- (b) GCE (A/L) Certificate.
- (c) GCE (O/L) Certificate. } Issued by the Department of Examination.
- (d) Degree Certificate with transcript
- (e) Certificates of working experience
- (f) Certificates of other academic qualification/s.

(2) **File No 02.** Sports and Leadership (School cadetting, scouting, Prefects and etc) certificates should be placed in the order of international, national, provincial, district, zonal, divisional and school level.

(3) **File No 03:**

- (a) Certificates of extracurricular and other special achievements according to the order of international, national, provincial, district, zonal, divisional and school level.
- (b) Two-character certificates obtained within six months (one should compulsorily be from the principal of school).
- (c) Grama Niladhari Certificate (obtained within six months).
- (d) Police report (obtained within six months).
- (e) Any other certificates.

e. Applicants those who failed in producing the originals of the above mentioned certificates at the interview will not be considered.

f. Only attested photocopies should be sent along with applications sent under registration cover and Sri Lanka Army is not responsible for returning original copies of certificates sent along with applications.

g. Stating false information in the application would cause cancellation of the candidateship or being discharged from the Sri Lanka Army after the enlistment.

h. The applicants are expected to produce the National Identity Card at the occasion of being called upon with regards to this post for the verification purpose.

i. Qualified candidates should be presented to a medical board prior to the final board of interview.

j. Shall obtain further information by visiting the web site www.army.lk/officer or calling [0112514605](tel:0112514605).

11. **Selection/interview:**

- a. The selected candidates will be informed the date, time and venue of the interview to the **postal address/telephone number/E-mail address** that they have mentioned in the application.
- b. The expenses of attending the interview will not be borne by the Sri Lanka Army.
- c. The disqualified applicants will not be informed.

12. **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.**

How to Fill the Application

- a. **PROFESSION:** Write the correct profession you wish to apply. Write only one profession in the relevant column.

Consultant Anaesthetist	Hardware Engineer
Consultant General Surgeon	IT Analyst
Consultant Obstetrician & Gynaecologist	IT Auditor
Consultant Psychiatrist	Network Security Engineer
Consultant in Restorative Dentistry	Cyber Security Specialist
Consultant Orthodontist	Cyber Crime Analyst
Dental Officers (Captain)	Incident Analysis Responder
Dental Officers (Lieutenant)	Visual Communication Engineer
Account Officer	Civil Engineer
Sound Administration engineer	Electrical Engineer
Dance Troupe Officer (Cultural)	Mechanical Engineer
Psychology Officer	Surveyor
Software Engineer	Architecture
Network Engineer	Electrical Mechanical Engineer

- b. **FOR OFFICIAL USE:** Do not write anything as this column is reserved for official use.

PERSONAL DETAILS

- c. **Name with initials:** Should not write more than one character in a cage. Leave a cage between each initial.
- d. **Name you prefer to be called:** Should mention the Name which you prefer to be called.
- e. **Full Name:** Should mention the complete name with surname.
- f. **Contact Nos:** mention two contact numbers of frequent use.

Email Address: Mention a valid email address since the interview call up letters will be sent via email.

g. **Date of Birth:** Fill Date/Month/Year as bellow eg:

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

Age as at 25 Oct 2024: Age for the date of deadline for the applications as below eg:
(Years/Months/Days)

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

h. **Height:** Mention your height in the relevant cages in inches. Eg:

0	5	ft	0	6	inch
---	---	----	---	---	------

Chest: should be mentioned correctly in Centimeters. Eg:

0	3	2	inch
---	---	---	------

Weight: should be mentioned correctly in Kilogram. Eg:

0	5	2	Kg
---	---	---	----

Sex: should be mentioned weather you are Male or Female.

i. **NIC/Driving License/passport No:** It is mandatory to mention these information's.

j. **Postal address:** Kindly mention the address you reside.

k. **Marital State:** mention whether you are single/married/unmarried/widowed/divorced.

Province: The district you belong.

District: The district you belong.

l. **ED & No:** Electoral division and its number/letter you belong. Eg :

GALGE	ක
-------	---

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

GALGE	1002
-------	------

m. **PROFESSIONAL QUALIFICATIONS:** Mention the details of the degree which you have been awarded with.

n. **PROFESSIONAL (WORKING) EXPERIENCE:** Provide correct details related to your past employments. Please note that Academic internship will not be considered as working experience.

Total Working Experience: Calculate and write the total period of working experience.

o. **Details of your Memberships of professional associations, if any:** Provide the details of your professional memberships.

EDUCATIONAL QUALIFICATIONS

p. **GCE A/L or Equivalent Exam :** Fill the cages accordingly depending on the number of attempts you have made with correct index number.

q. **GCE O/L or Equivalent Exam :** Fill the cages accordingly depending on the number of attempts you have made with correct index number.

r. **Other Academic Qualifications:** Details of educational qualifications other than the school educational qualifications.

s. **Sports Activities:** Provide details of your achievements in sports activities

t. **Leadership Activities:** Provide details of your leadership activities such as Scouting, School Prefect, School Cadeting and other leadership activities.

u. **Extracurricular Activities:** Clearly mention the details of the extracurricular activities such as Competition, participation and etc.

OTHER IMPORTANT DETAILS

v. **Records of previous service in armed forces (if any):** Please provide the details if you have served or currently serve in armed forces (Army/Navy/Air Force) including Police and CSD before.

w. **Details of Occupation:** Mention the details of your previous/current occupation/s, if any. If you are still employed, the employer must certify it.

x. **Dual Citizenship (If any):** Please mention correct details if you hold dual citizenship.

y. **Have you ever applied for any position in the tri-services/ Police or any other armed service? (if any):** Provide the details of your previous attempt to joined tri services or Police.

z. **Family details:** Provide the details of your parents/guardian and siblings.

aa. **Name and contact Number of NOK:** Provide name and contact number of your Next of Kin (NOK).

ab. **Details of blood relations who serve/d in the Sri Lanka Army (if any):** Provide the details 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 are aware of 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

Signature: Do not forget to sign after completing the application.

af. **Document Attached:** It is mandatory to mark the correct box for the documents attached.

ag. **In case of insufficient space, use this page and provide additional details:** If the space provided in the respective columns is insufficient the applicant may use this page to provide the additional details.