

INSTRUCTIONS FOR APPLICANTS

LADY OFFICER CADET VACANCIES OF THE SRI LANKA ARMY

REGULAR FORCE

GENERAL

1. This is a guide to complete the application form for the enlistment of **Lady Officer Cadets** to the Regular Force of the Sri Lanka Army.

2. Duly completed applications should be submitted online or under registered cover to reach the **Directorate of Personnel Administration, Army Headquarters, Sri Jayewardenepura, Colombo.**

The applications are open until **31st March 2021** 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/Officer Sri Lanka Army official website.

4. Downloaded applications should be printed both sides of white A4 sheets.

5. Both online and registered post applicants must attach certified copies of following documents:

- a. National Identity Card.
- b. GCE (A/L) Certificates.
- c. GCE (O/L) Certificates.
- d. Birth Certificate.
- e. Other Educational Certificates.

6. You are required to mention **LADY OFFICER CADET VACANCIES** in the top left corner of the envelope sent by registered mail. Also, one applicant should not submit more than one application.

Eg :

LADY OFFICER CADET VACANCIES	
From	To: Directorate of Personnel Administration, Army Headquarters, Sri Jayewardenepura, Colombo

Pre requisites for candidates

7. Basic Qualification:

- a. Citizenship : Should be a female Sri Lankan citizen
- b. Age : Should be between 18-22 age by 30 June 2021
- c. Height : Should not be less than 5'4" feet
- d. Weight : Should not be less than 45 kg (98 pounds)
- e. Eyesight : Right eye 6/6 and left eye 6/9 (without specs and lenses)
- f. Civil Status : Should be single
- g. **Educational Qualification:**

(1) Passing Minimum of six subjects with four (4) Credit (C) Passes including **English Language, Mathematics and Sinhala/Tamil 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. The candidates who have obtained a **simple pass** for English at GCE (O/L) will be considered if they possess any of the **NVQ Level -5 or above** diploma in English subject offered by a UGC recognized university /institute as an additional qualification.

(2) Passing two subjects and obtaining 30% of marks for Common General Test 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.

(3) Proficiency of language/s other than Sinhala and English would be considered as an additional qualification.

8. Service Regulation:

- a. The applicants get selected from the final interview will be enlisted as Lady Officer Cadets and they are required to complete the Lady Officer Cadet Course.
- b. **All the Lady Officer Cadets who get enlisted are under the command of Sri Lanka Army Act number 17 of 1949 and Women Soldier Service Regulation.**
- c. Uniforms and insignias, accommodation facilities, food and medical facilities will be provided by the Sri Lanka Army to the enlisted Lady Officer Cadets.
- d. Every Lady Officer Cadet enlisted will be bound to a seven hundred thousand Rupees (Rs. 700 000.00) bond 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.

- e. The enlisted Lady Officer Cadets should be agreed to serve at any part of the country.
- f. Not allowed to meet the parents/ guardians or any other visitor without permission of the person of authority during the Lady Officer Cadet Course.
- g. Every Lady Officer Cadet who successfully completes the Lady Officer Cadet Course will be commissioned in the rank of Second Lieutenant.

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

- a. Basic Salary : Rs. 32,380.00
- b. Cost of living allowance : Rs. 7,800.00
- c. Uniform upkeep allowance : Rs. 525.00
- d. Monthly allowance : Rs. 1000.00
- e. Hardlying allowance : Entitled after basic training (for non-operational area)
- f. Hardlying allowance : Entitled after basic training (for operational areas)
- g. Minimum complete salary : **Rs. 41,705.00** (within the training period)

10. Entitled to receive the following basic salaries mentioned against the ranks while getting promoted to the under mention ranks after being commissioned upon the completion of the training course:

- a. Second Lieutenant : Rs. 79,998.00
- b. Lieutenant : Rs. 89,258.00
- c. Captain : Rs. 97,268.00
- d. Major : Rs. 103,538.00
- e. Lieutenant Colonel : Rs. 110,688.00
- f. Colonel : Rs. 128,118.00
- g. Brigadier : Rs. 138,533.00
- h. Major General : Rs. 146,018.00

11. **Instruction to the applicants:**

- a. Complete all the sections of application downloaded from the web site www.army.lk 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 applications of 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 educational qualifications [GCE(O/L) and GCE(A/L)]
 - (4) School leaving certificate
 - (5) A Gramaniladhari certificate issued within six months
 - (6) 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)
 - (7) Certificates of sports and extracurricular achievements
- e. Applicants those who failed in producing the originals of the mentioned certificates 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.
- g. The Army is not responsible in returning the originals of the certificates that are being sent along with applications.
- h. Stating false information in the application would cause cancellation of her candidateship or discharge from the Army 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/officer or calling 0112514605.

12. **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 Army.
- c. The disqualified applicants will not be informed.

13. **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.**
- 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 interview call up letters will be sent to the email address you state.
- i. **Date of Birth:** Fill Year/Month/ Date as bellow eg:

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

- j. **Age as at 31 Jan 2021:** 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 centimeters and inches.
- l. **Weight:** should be mentioned correctly in kilogram.

EDUCATION QUALIFICATIONS

- m. **GCE A/L or Equivalent Exam :** Fill the cages accordingly depending on the number of attempts you have made and correct index number.
- n. **GCE O/L or Equivalent Exam :** Fill the cages accordingly depending on the number of attempts you have made and correct index number.
- o. **Other Academic Qualifications:** Details of educational qualifications other than the school educational qualifications.

p. **Extracurricular Activities:** Clearly mention the details of the extracurricular activities (sports and other performances)

OTHER PERSONAL DETAILS

q. **NIC/ Driving License/ passport No:** It is mandatory to mention these.

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

s. **Marital State:** mention single/married/ unmarried/ widowed/ divorced

t. **Province :** When naming the province use the codes given below:

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

u. **District:** The district you belong

v. **ED & No:** Electoral division and its number

w. **GN Division & No:** Grama Niladhari Division and the number

x. **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.

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

z. **Dual Citizenship (If any):** Please mention correct details if you are holding a dual citizenship.

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

ab. **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.

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.

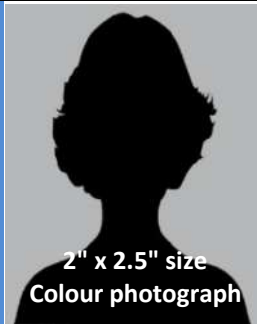
ad. **Details of two non-relatives who know your character and qualifications very well:** Provide correct details and contact numbers of two non-relatives where we could get any clarification of your details provided in this application.

ae. **Date:** Date you fill the application

- af. **Signature:** Don't forget to sign after completing the application.
- ag. **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.
- ah. **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.



FOR OFFICIAL USE



APPLICATION FOR LADY OFFICER CADET VACANCIES
OF
SRI LANKA ARMY REGULAR FORCE

Fill with **block** letters

Name with Initials																				
Full Name																				

Contact Nos	Mobile																											
	Home																											
Date of Birth													Age as at 30 June 2021															
Height	Inches													Centimetres							cm	Weight						Kg

EDUCATION QUALIFICATIONS

GCE (A/L) or Equivalent Exam																			
Name of the School(s)																			

Ser	Subjects	Attempt	First Attempt	Second Attempt	Third Attempt
		Year	20.....	20.....	20.....
		Index No			
1					
2					
3					
4					
5					
6	General English				
7	Common General Test				
8	Z Score				
9	University Entrance (Yes/No)				

GCE (O/L) or Equivalent Exam																			
Name of the School(s)																			

Ser	Subjects	Attempt	First Attempt	Second Attempt	Third Attempt
		Year	20.....	20.....	20.....
		Index No			
1	English				
2	Mathematics				

3	Science			
4	Sinhala/Tamil			
5				
6				
7				
8				
9				
10				
11				
12				

Other Academic Qualifications

Ser	Description	Institute	Year	Qualification
1				
2				
3				
4				
5				

Extracurricular Activities (Sports/Other)

Ser	Description	Achievement			
		School	Regional	National	International
1					
2					
3					
4					
5					

OTHER PERSONAL DETAILS

N.I.C/Driving License/Passport No

Postal Address

Marital Status Province District

ED & No GN Division & No

Records of previous service in Armed Services (if any) Armed Service

Svs No Rank Duration to

Reason for Discharge/Resign

Details of Occupation (If any) Svs No Possession

Employer

Contact Person & Number

I declare that if the applicant named above is selected, she can be released from the current employment.

Name of Authorised Person

Signature & Stamp

Dual Citizenship (If any)	Country	From	To
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FAMILY DETAILS

Ser	Relationship	Name with Initials	Occupation	Employer
1	Father			
2	Mother			
3				
4				
5				
6				
7				
8				

Details of Blood relatives who are serve (d) in Sri Lanka Army

Ser	Svs No	Rank	Name	Regiment	Present State
1					
2					
3					

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)

Details of two non-relatives who know your character and qualifications very well

Name (1)											
Postal Address											
	Contact No										
N.I.C/Driving License No						Occupation					
Place of Work											
Name (2)											
Postal Address											
	Contact No										
N.I.C/Driving License No						Occupation					
Place of Work											

I declare on my honour that the answers I have given to the questions are correct to the best of my knowledge and belief.

Date										
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Signature

Document Attached

Ser	Type of Document	Attached	Not Attached
1	N. I C/ Driving License/Passport (Copy)		
2	Birth Certificate (Copy)		
3	GCE (O/L) Certificates (Copy)		
4	GCE (A/L) Certificates (Copy)		
5	Other Education Qualification Certificates (Copy)		

In case of insufficient space in the columns provided in the application, use this page to provide additional details.