

INSTRUCTIONS FOR APPLICANTS

ENLISTMENT OF OTHER PROFESSIONAL OFFICERS INTO THE VOLUNTEER RESERVE OF THE SRI LANKA ARMY VOLUNTEER FORCE

GENERAL

1. This is a guide to complete the application for the enlistment of professional Officers 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 30 November 2025, 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 official website or Volunteer Force official website "www.army.lk" or "slavf".
4. Downloaded applications should be printed on single side of white A4 sheets.
5. Applicants must attach certified copies by a justice of peace of the following documents:
 - a. National Identity Card.
 - b. GCE (A/L) Certificates.
 - c. GCE (O/L) Certificates.
 - d. Relevant Degree Certificates.
 - e. Birth Certificate.
 - f. Other Higher Educational Certificates.
6. You are required to mention "PROFESSIONAL OFFICER VACANCIES 2025" in the top left corner of the envelope sent by registered mail. Also, one applicant should not submit more than one application.

Eg:

PROFESSIONAL OFFICER VACANCIES 2025 (Relevant Profession)	
From: Your Address	To: Recruiting Officer, Headquarters, Sri Lanka Army Volunteer Force, Seethawaka, Kosgama.

PREREQUISITES FOR CANDIDATES

7. Basic Qualifications:

- Should be a citizen of Sri Lanka.
- Age should not be less than 18 years and not more than 55 years as at 30th November 2025.
- For male candidates Height - 5' 6", Weight - 50 kg and Chest- 32"
- For female candidates Height - 5' 3"
- Should pass a medical test conducted by DAMS.

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.

h. Higher Educational Qualifications and Experience

- (1) Please refer the Annex 'A' for higher educational qualifications and experience

8. Service Regulation:

- a. The applicants who got selected from the final interview, will be enlisted as other professional Officers and they required to complete the short-term Army basic training at Sri Lanka military academy prior to employ as other professional officer 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. Not allowed to meet the parents/guardians or any other visitors without permission of the person of authority during the Officer Cadet Course.
- d. The enlisted Officer Cadets should agree to serve at any part of the country.
- e. All candidates are subjected to security clearance by State Intelligence Service (SIS) & Military Intelligent Corps (MIC) prior to Commissioning in the respective ranks.
- f. Officers enlisted in to Sri Lanka Army Volunteer Reserve are not eligible to be promoted to any higher rank other than the rank of enlistment, as per the Volunteer Force Regulations.

9. **Pay and allowance of Officers** Entitled to receive the following gross salaries maintained against the ranks while getting promoted to the under mentioned ranks after being Commissioned. Furthermore, Other Professional Officers are entitled to get allowances approved by the government of Sri Lanka as per their professional qualifications. (As per the Army Pay Code: Management Service Circular 5/2025)

- | | | |
|----|--------------------|------------------|
| a. | Lieutenant | : Rs. 129,985.30 |
| b. | Captain | : Rs. 139,912.30 |
| c. | Lieutenant Colonel | : Rs. 153,353.30 |

10. **Instructions to the applicants:**

- a. Complete all the sections of application downloaded from the web site “www.army.lk” or “[slavf](#)” “[join us](#)” with clear hand writing in English medium.
- b. The applications received after the deadline and the incomplete applications will not be accepted.
- 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 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 candidationship 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-us or 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:

1	9	9	9	1	2	1	8
Y	Y	Y	Y	M	M	D	D

- j. Age as at 29 February 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: Grama Niladhari 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 box for documents attached.
- r. If the space provided in the respective columns is insufficient use the cage 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.

