

**INSTRUCTIONS FOR APPLICANTS**  
**LADY OFFICER CADET INTAKE VACANCIES OF THE SRI LANKA ARMY**  
**REGULAR FORCE**

**GENERAL**

1. This is a guide to completing the application form for the enlistment of **Lady Officer Cadets Intake** 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**. The applications are open until **25<sup>th</sup> 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.
3. The application can be downloaded from the [www.army.lk/Officer](http://www.army.lk/Officer) Sri Lanka Army official website.
4. Downloaded applications should be printed on both sides of white A4 sheets.
5. Both online and registered post applicants must attach certified copies of the 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 :

<b>LADY OFFICER CADET VACANCIES</b>	
From:	To:  Directorate of Personnel Administration, Army Headquarters, Sri Jayewardenepura.

## **Pre requisites for candidates.**

1. Basic Qualification:
  - a. Citizenship : Should be a Female Sri Lankan citizen
  - b. Age : Between 18-22 age by **31<sup>st</sup> December 2024**
  - c. Height : Not less than 5'3" feet (162 cm)
  - d. Weight : Not less than 45 kg (99 pounds)
  - e. Eyesight : Both eyes 6/6 (without specs and lenses)
  - f. Body Mass Index (BMI): **between 18.5 kg/m<sup>2</sup> – 25 kg/m<sup>2</sup>.**
  - g. Civil Status : Unmarried

2. **Educational Qualification.**

- a. **GCE (A/L) Examination.** 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 eight (08) subjects (Including science) with five (5) Credit (C) passes in one sitting and not more than two attempts and obtained Credit passes for English Language, Mathematics and Sinhala/Tamil Language in not more than three attempts at the GCE (O/L) examination or 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 University Grant Commission. (NVQ certificate should be submitted)

Or

- c. 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).

- 3 **Other Qualifications.** Sports, Leaderships and other achievements, International and National levels and Proficiency of in other languages (other than Sinhala and English) are considered as added 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 degree program and Lady Officer Cadet Course simultaneously.
- b. Uniforms and insignias, accommodation facilities, food and medical facilities will be provided by the Sri Lanka Army to the enlisted Officer Cadets.

- c. Every Lady Officer Cadet enlisted will be bound to a ten hundred thousand Rupees (Rs. 1,000 000.00) bond and ten years (10) of service, which 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 Lady Officer Cadets should be agreed to serve at any part of the country.
- e. Not allowed to meet the parents/ guardians or any other visitor without permission of the person of authority during the Lady Officer Cadet Course.
- f. Every Lady Officer Cadet who completes the Lady Officer Cadet Course will be commissioned in the rank of Second Lieutenant.

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

- a. Basic Salary : Rs. 32,380.00
- b. Cost of living allowance : Rs. 17,800.00
- c. Uniform upkeep allowance : Rs. 525.00
- d. Monthly allowance : Rs. 1000.00
- e. Additional allowance : Rs. 5000.00
- f. Hardlying allowance : Entitled after basic training (for non-operational area)
- g. Hardlying allowance : Entitled after basic training (for operational areas)
- h. Ration allowance : Rs. 34846.80
- i. Minimum complete salary : **Rs. 91,551.80** (within the training period)

10. **Instruction to the applicants.**

- a. Complete all the sections of the application downloaded from the website [www.army.lk/officers](http://www.army.lk/officers) with clear handwriting in English medium.
- b. Applications received after the deadline and incomplete applications will not be accepted.
- 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 should be produced in three separate files at the interview.

(1) **File No 01.**

- i. Birth Certificate.
- ii. GCE (A/L) Certificate. } Issued by the Department of Examination.
- iii. GCE (O/L) Certificate. }
- iv. Certificates of other academic qualification/s.

- (2) **File No 02.** Sports certificates should be placed in the order of international, national, provincial, district, zonal, divisional and school level.

(3) **File No 03.**

- i. Certificates of extracurricular activities (school cadetting, scouting, leadership and other special achievements according to the order of international, national, provincial, district, zonal, divisional and school levels).
  - ii. Two-character certificates obtained within six months (one should compulsorily be from the principal of the school).
  - iii. Grama Niladhari Certificate (obtained within six months).
  - iv. Police Report (obtained within six months).
  - v. Any other certificates.
  - vi. National Identity Card
  - vii. Birth Certificate
  - viii. Certificates of educational qualifications [GCE(O/L) and GCE(A/L)]
  - ix. School leaving certificate
  - x. A Grama Niladhari certificate issued within six months
  - xi. 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 with the applicant or from the current employer if the applicant is currently employed)
  - xii. Certificates of sports and extracurricular achievements
- e. Applicants who failed to produce the originals of the mentioned certificates will not be considered.
- f. Only the copies of the originals should be sent along with the applications under registered cover only the scanned copies of the certificates in pdf version should be attached when submitting the digital application form available at [www.army.lk](http://www.army.lk).
- g. The Army is not responsible for returning the originals of the certificates that are being sent along with applications.
- h. Stating false information in the application would cause cancellation of the candidateship or discharge from the Army after the enlistment.
- i. The applicants are expected to produce the National Identity Card on the occasion of being called upon with regard to this post.
- j. Qualified candidates should be presented to a medical board before the final board of interview.
- k. Shall obtain further information by visiting the website [www.army.lk/officer\\_or\\_calling\\_0112514605](http://www.army.lk/officer_or_calling_0112514605).

11. **Selection/ interview.**

- a. The selected candidates will be informed of 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.

12. **Instruction to Fill the Application.**

- a. **For official use.** Do not write anything as this column is reserved for official use.

**Personal details.**

- b. **Name with initials.** Should not write more than one character in a cage. Leave a cage between each initial.
- c. **Name you prefer to be called.** Should mention the name which you prefer to be called.
- d. **Full Name.** Should mention the complete name with the surname.
- e. **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.

**Date of Birth.** Fill Date/Month/Year below:

Eg: (Years/Months/Days)

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

**Age as at 31<sup>th</sup> December 2024:** Age for the date of the deadline for the applications as below:

Eg: (Years/Months/Days)

(Years/Months/Days)

19	02	10
<b>Y</b>	<b>M</b>	<b>D</b>

- g. **Height.** Mention your height in the relevant cages in inches.

Eg:

0	6	6	inch
---	---	---	------

**Chest.** Should be mentioned correctly in inches.

Eg:

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

**Weight.** Should be mentioned correctly in kilogram.

Eg:

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

**Sex.** Should be mentioned whether you are male or female.

- h. **NIC/Driving License/passport no.** It is mandatory to mention this information.
- i. **Postal address.** Kindly mention the address where you reside.
- j. **Marital State.** mention whether you are single/married/unmarried/widowed/divorced.

**Province.** The district you belong.

**District.** The district you belong.

- k. **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
-------	------

## **EDUCATION QUALIFICATIONS**

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

## **OTHER QUALIFICATIONS**

- o. **Sports Activities.** Provide details of your achievements in sports activities

- p. **Leadership Activities.** Provide details of your leadership activities such as scouting, school prefect, school cadetting and other leadership activities.
- q. **Extracurricular Activities.** Mention the details of the extracurricular activities such as competition, participation memberships etc.

### **OTHER IMPORTANT DETAILS**

- r. **Records of previous service in the armed forces (if any).** Please mention the details if you have served in the armed forces (Army/Navy/Air Force) including Police and CSD.
- s. **Details of Occupation.** Mention the details of your previous/current occupation/s, if any. If you are still employed, the employer must certify it.
- t. **Dual Citizenship (If any).** Please mention the correct details if you hold dual citizenship.
- u. **Have you ever applied for any position in the Tri-Services/ Police or any other Armed Service? (if any).** Provide correct details, if any.
- v. **Family details.** Provide the details of your parents/guardian and siblings.
- w. **Name and contact Number of NOK.** Provide name and contact number of your next of kin (NOK).
- x. **Details of Blood relatives who serve (d) the Sri Lanka Army.** Provide the details of the blood relative/s who served or had served in the Sri Lanka Army.
- y. **Have you or any of your close relatives ever been convicted or found guilty or have any court case against you 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 cases pending at any court of law.
- z. **Details of two non-relatives who are aware of your character and qualifications very well.** Provide the correct details and contact numbers of two non-relatives where we could obtain confirmation of your details provided in this application.
- aa. **Date.** The date you fill out the application.
- Signature.** Do not forget to sign after completing the application.
- ab. **Document Attached.** It is mandatory to mark the correct box for the documents attached.
- ac. **In case of insufficient space, use this space or a separate sheet and provide additional details.** If the space provided in the respective columns is insufficient the applicants may use this space or separate sheet to provide the additional details.