

## **Ministry of Defence**

### **Recruitment to the post of Research Analyst (Temporary) on open basis in the Institute of National Security Studies under the Ministry of Defence.**

APPLICATIONS are invited from Sri Lankan citizens who have fulfilled the qualifications mentioned in this notification to fill 01 vacancy of the Post of Research Analyst (Temporary) in the Institute of National Security Studies under the Ministry of Defence

#### **01. Method of Recruitment:**

The Candidate, who obtains the highest marks based on the results of an Eligibility Assessment conducted by an Aptitude Evaluation Interview Board appointed by the Ministry of Defence from among the applicants, who have fulfilled the qualifications specified in the Notification, will be recruited.

The effective date of appointment shall be determined by the Secretary of Ministry of Defence.

#### **02. Required Qualifications**

i. Educational Qualifications

Bachelor's Degree and Post Graduate Diploma in International Relations/Peace and Conflict Resolution Studies / Security Studies / Intelligence Studies / Terrorism/ Sociology /Political Science/Law/ Economics offered by a university recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a degree-granting institution.

ii. Experience -

Having at least 02 years of experience in a research related field.

iii. Physical Fitness:

All applicants should be physically and mentally fit to serve in any part of Sri Lanka and to perform the duties in the post

iv. Other Qualifications -

(a) Shall be a citizen of Sri Lanka.

(b) Shall be of excellent character.

(c) Should have completed all the qualifications in every respect required for recruitment to the post as at the closing date of applications.

### 03. Age Limit

Should be not less than 21 years of age and not more than 45 years of age as at the closing date for applications.

### 04. Salary Scale

The monthly allowance applicable to this post is Rs.60,950/- including the basic salary of Rs. 53,150/- + Cost of Living Allowance Rs. 7,800/-

(You will be paid salaries as per the provisions of Management Service Circular No. 02/216 and 02/2016(I) dated 25.04.2016 and 21.10.2016 respectively.)

### 05. The following scoring procedure will be used for the aptitude assessment interview.

	<b>Headings for which marks will be awarded</b>	<b>Distribution of Marks</b>	<b>Maximum Marks</b>
<b>01</b>	<b>Additional Educational /Professional Qualifications</b>		10
	<b>Additional Educational Qualifications (Apart from the qualifications that lead to basic qualifications and basic qualifications)</b>		10
	Post Graduate Degree/ Post Graduate Diploma obtained in relevant field	10 Marks	
	Higher Diploma in related field	07 Marks	
	Certificate courses taken related to the field	05 Marks	
	<b>Additional Professional Qualifications</b>	03 Marks	
	Having Published research papers in recognized research journals	10 Marks	
	Membership of recognized professional societies	05 Marks	
<b>02</b>	<b>Additional Experience</b>		35
	For related field experience (In addition to the 02 years of experience considered for basic qualification)	5 marks per each year  ( Maximum Seven years only)	

<b>03</b>	<b>Computer Literacy</b> 5 Oral Questions (Practical knowledge)	4 marks per question	20
<b>04</b>	<b>Language Proficiency</b> English language proficiency is considered Written test (30Minutes) Oral questions/ Practical knowledge -	10 Marks 10 Marks	20
<b>05</b>	<b>Skills demonstrated in the interview</b> ➤ Skill ➤ Leadership ➤ Attitudes ➤ Personality ➤ Communication	1 1 1 1 1	05
	<b>Total</b>		<b>100</b>

#### **06. The identity of the Candidates**

Only those candidates who have submitted completed applications in all respects will be called for the Aptitude Evaluation Interview.

To certify the identity of the candidates at the interview, the following documents of identification will be accepted.

- i. Valid National Identity Card issued by the Commissioner General of Registration of Persons
- ii. Valid Passport

#### **07. Method of Submitting of Applications**

- i. The duly completed applications should be sent to the Secretary, Ministry of Defence, Defence Headquarters Complex, Sri Jayawardenepura, Kotte on or before 21.04.2023 by registered post. The applications received after the closing date will be rejected.
- ii. A specimen Application form to be submitted appears at the end of this notification. Applicants should prepare their applications on A4 size papers and fill the first page from No. 01 to No. 04, the second page from No. 05 to 07.
- iii. "Recruitment to the Post of Research Analyst (Temporary) in the Institute of National Security Studies" shall be mentioned at the top left corner of the envelope enclosing the application.
- iv. The Applicants signature on the Application should be attested by a Principal of a Government School/ Justice of Peace/Commissioner of Oaths/Attorney-at-Law/Notary

Public /Commissioned Officer of Armed Forces or by an officer holding a permanent post in the Government or Provincial Public Service earning a consolidated monthly salary of Rs. 47,615/- or above.

- v. The applications which are not in conformity with the accompanying specimen Application form will be rejected. No complaints will be accepted on loss or delay of the applications.

**08. Furnishing False Information:**

If any of the information provided in the application found to be false or incorrect, before recruitment to the post, your candidature will be cancelled, and if such information was found to be incorrect or false after recruitment, action will be taken to dismiss from the post, subject to the relevant procedure.

**09.** In the event of any inconsistency between the Sinhala, Tamil and English mediums notifications, the Sinhala notification shall prevail.

**10.** In case of any problematic issue arises regarding any matter not mentioned in this notification or the recruitment procedure, the decisions taken by the Secretary of Ministry of Defence in that regard shall be final.

Secretary,  
Ministry of Defence,  
Defence Headquarters Complex,  
Sri Jayawardanepura ,  
Kotte.  
.....of March, 2023

**Specimen of Application**

**Recruitment to the post of Research Analyst (Temporary) on open basis in the Institute of National Security Studies under the Ministry of Defence**

01. 1.1 Name with initials:- Mr./ Mrs. / Miss: \_\_\_\_\_  
(In English block capital)

1.2 Name in full :- \_\_\_\_\_  
(In English block capital)

1.3 Name in full :- \_\_\_\_\_  
(In Sinhala/ Tamil)

02. 2.1 Permanent address (In Sinhala/ Tamil) :- \_\_\_\_\_

2.2 Permanent address (In English block capital) :- \_\_\_\_\_

2.3 Contact No:

Fixed Line :- \_\_\_\_\_ Mobile :- \_\_\_\_\_

03. 3.1 Ethnic Group  Sinhalese -1 Tamil - 2 Muslim – 3 Other - 4

3.2 Gender:-  Male -1 Female - 2

3.3 Marital Status:- 

Married	<input type="text"/>	Single	<input type="text"/>
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3.4 Number of the N.I.C:- 

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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3.5 Date of birth:- Year \_\_\_\_\_ Month \_\_\_\_\_ Date \_\_\_\_\_

3.6 Age as at 21.04.2023 : Years \_\_\_\_\_ Months \_\_\_\_\_ Dates \_\_\_\_\_

04. Educational Qualifications :

4.1.1. First Degree

( I ) Effective date of the Degree : \_\_\_\_\_

( ii ) University / Institute : \_\_\_\_\_

(iii ) Degree : \_\_\_\_\_

4.1.2. Post Graduate Degree

( I ) Effective date of the Degree : \_\_\_\_\_

( ii ) University / Institute : \_\_\_\_\_

(iii ) Degree : \_\_\_\_\_

4.2. Experience relevant to the post : \_\_\_\_\_

4.3 Additional Educational / Professional Qualifications

( I ) Institute : \_\_\_\_\_

( ii ) Qualification : \_\_\_\_\_

( iii ) Effective date of qualification : \_\_\_\_\_

05. Have you been convicted for an offence by a Court of Law?

(Put a tick mark ( √ ) in the relevant box) (If yes, give details)

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
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06. Candidate's certificate:

I, solemnly declare that the particulars furnished by me in this application are true and correct and all the parts of the application are perfected correctly. Further, I declare that I am fully aware that if the statement made by me is found to be false, I am liable to disqualification before appointment and to dismissal from service if it is detected after appointment and further I agree to abide by all the rules and regulations.

Date : \_\_\_\_\_

\_\_\_\_\_

Signature of the Applicant

07. Attestation of the Signature of the Applicant:

The Applicant's signature on the Application should be attested by a Principal of a Government School/ Justice of Peace/Commissioner of Oaths/Attorney-at-Law/Notary Public /Commissioned Officer of Armed Forces or by an officer holding a permanent post in the Government or Provincial Public Service earning a consolidated monthly salary of Rs. 47,615/- or above.

I certify that Mr./Mrs./Miss ..... who has submitted this application, is personally known to me and that he/she placed his/her signature on ..... in my presence.

.....

.....

Date

Signature of the officer certifying the signature

Full name : \_\_\_\_\_

Designation : \_\_\_\_\_ ; \_\_\_\_\_

Date : \_\_\_\_\_

(Confirm with the official stamp)