

Vacancies
Ministry of Defence

Recruitment on an Open Basis to the Permanent Posts of Karyala Karya Sahayaka in Primary Non-technical Service Category of the National Authority for the Implementation of the Chemical Weapons Convention, functioning under the Ministry of Defence.

Applications are hereby invited from suitably qualified Sri Lankan citizens, in terms of the qualifications specified in the Notification, to fill one (01) vacancy in the permanent post of Karyala Karya Sahayaka in Primary Non-technical Service Category of the National Authority for the Implementation of the Chemical Weapons Convention functioning under the Ministry of Defence.

01. Method of Recruitment:

Recruitment to Grade III shall be made following selection through a structured interview conducted by a Board appointed by the Appointing Authority, after calling for applications by publishing notices in the Government Gazette or through public advertisements.

- i. All appointments, recruitments, and promotions within this service category must be carried out strictly in accordance with the provisions of this scheme of recruitment.
- ii. After appointment, the deployment to service and any other related matters will be governed by the provisions of the Code of Institutional Procedure.
- iii. The provisions set forth herein shall prevail over the provisions of the Code of Institutional Procedures in all matters referred to in this scheme of recruitment.

The appointing authority shall be the Steering Committee of the National Authority.

02. Required qualifications:

i. Qualifications:

- External Candidates:

Having sit the General Certificate of Education (Ordinary Level) Examination.

- ii. Physical Fitness : Should have the physical and mental fitness required to perform the duties assigned to the post satisfactorily and to serve in any part of the island.
- iii. Other Qualification : (a) Should be of excellent moral character.
(b) All qualifications required for appointment to the post must be fully satisfied in every respect by the closing date for submission of applications.

03. Conditions of Appointment and Terms of Service:

- i. This post is permanent.
- ii. An employee appointed to Grade III of the service/post shall be appointed subject to a probationary period of three (03) years. If he/she has performed his/her duties and conduct satisfactorily during the probationary period and has passed the First Efficiency Bar Examination, he/she shall be confirmed in the service/post at the end of the probationary period.
- iii. The appointment is subject to the Procedural Code of the Public Service Commission, the Establishments of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations, and any other departmental instructions in force.

04. Age Limit:

Should not be less than 18 years and not more than 45 years on the date of closing of application.

05. Salary Scale :

PL 1 2025 - Rs 40,500-10 X 490 - 7 X 540 -15x 590- 62,530

(Salaries will be paid in accordance with Schedule II of Management Services Circular No. 01/2025.)

06. Allocation of Marks at the Structured Interview for the Assessment of Eligibility:

- | | |
|---|-----------|
| 1. Relevant Experience | Marks: 20 |
| 2. Relevant Additional Educational | Marks: 20 |
| 3. Competency Demonstrated at the Interview | Marks: 60 |

Total Marks **100**

Note - If the period relevant to any certificates submitted at the eligibility assessment interview is not specified, it shall be the responsibility of the applicant to obtain written confirmation of such periods from the relevant institution and submit the same. Certificates for which the relevant period is neither specified nor duly confirmed will not be considered for the purpose of awarding marks.

07. Candidates' Identity:

Only candidates who have submitted duly completed applications in all respects will be called for the structured interview for the assessment of eligibility.

Candidates are required to produce the originals of all certificates together with duly certified copies thereof at the interview.

For the purpose of verifying identity at the interview, the following identity documents will be accepted:

- i. A valid National Identity Card
- ii. A valid Passport

08. Method of Submission of Applications

- i. Duly completed applications should be sent by registered post to reach the Secretary, Ministry of Defence, Defence Services Division, Defence Headquarters Complex, Sri Jayewardenepura, Kotte, on or before 2026.03.27, Applications received after the closing date will be rejected.
- ii. A specimen application form to be submitted is given at the end of this notice. Applicants shall prepare their applications on A4-sized paper in accordance with the specimen provided, arranging sections 01 to 03 on the first page, sections 04 to 07 on the second page, and shall complete the application in their own handwriting.
- iii. The top left-hand corner of the envelope containing the application should clearly indicate: "Application for the Post of Karyala Karya Sahayaka (Permanent) of the National Authority for the Implementation of the Chemical Weapons Convention".
- iv. The signature of the applicant on the application form shall be certified by a Principal of a Government school, a Justice of the Peace, a Commissioner for Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officer of the Tri-Forces, or a public officer holding a permanent post with a basic monthly salary of not less than Rs. 72,280/-.
- v. Applications that do not conform to the format of the specimen application form attached hereto will be rejected. No complaints regarding the loss or delay of applications will be entertained.

09. Furnishing of False Information:

If any information stated in the application submitted by you is found to be false or incorrect prior to recruitment, your candidature will be cancelled. If any such false or incorrect information is discovered after recruitment, action will be taken to terminate your service, subject to the applicable procedures.

10. In the event of any inconsistency or contradiction between the Sinhala, Tamil, and English versions of this notice, the Sinhala version shall prevail.

11. In respect of any matter not provided for in this notice, or in the event of any issue arising in the course of this recruitment process, the decision of the Steering Committee of the National Authority, acting as the Appointing Authority, shall be final.

By Order of the Steering Committee of the National Authority,

Secretary
Ministry of Defence
Defence Headquarters Complex,
Sri Jayewardenepura,
Kotte.

4.0 Educational Qualifications

4.1 Year of sitting the G.C.E. (O/L) Examination:

(A copy of the certificate confirming appearance for the examination should be attached.)

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

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4.3 Additional educational / professional qualifications

(i) Institution :

(ii) Qualification :

(iii) Effective date of the qualification :

05. Have you ever been convicted by a court for any offence?

(Place a tick (√) in the relevant box) (If yes, please provide details)

No	
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Yes	
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06. Applicant's Declaration:

I hereby declare that the information provided by me in this application is true and correct and that all sections have been completed accurately. I am aware that if this declaration is proved to be false, I will be disqualified prior to appointment, and if appointed, will be liable to dismissal from service. I further declare that I'm subject to all applicable laws and regulations.

.....
Date

.....
Signature of the Applicant

07. Certification of the Applicant's Signature:

The applicant's signature shall be certified by a Principal of a Government School / a Justice of the Peace / a Commissioner for Oaths / an Attorney-at-Law / a Notary Public / a Commissioned Officer of the Tri-Forces, or by a public officer holding a permanent post and drawing a basic monthly salary exceeding Rs. 72,280/-.

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

.....
Date

.....
Signature of the Certifying Officer

Full Name :
Designation :
Date :

(Official seal to be affixed)