

## SRI LANKA POLICE

### Post of Woman Police Constable

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of probationary Woman Police Constable in the Sri Lanka Police.

2. Applications duly prepared according to the specimen application form given below should be forwarded to the address, Director/Recruitment, Police Recruitment Division, No. 375, First Floor, Sri Sambuddhathva Jayanthi Mawatha, Colombo 06. The post you are applying for should be mentioned on the top-left corner of the envelope in which your application is enclosed and it should be forwarded by registered post to reach the above address on or before 31.03.2021. Late applications will not be considered and applications will not be issued by Sri Lanka Police.

3. *Salary Scale.*— Rs. 29,540 -7x300 - 27x270 - Rs. 41,630.

This salary scale is calculated according to Public Administration Circular No. 03/2016.

Further, these officers are entitled to the allowances granted under the Inspector General's Circular dated 07.01.2013 bearing No. 2416/2013. They will receive the following allowances on a monthly basis in addition to the salary scale mentioned above.

	<i>Rs. cts.</i>
(a) Cost of living allowance	7,800.00
(b) 40% Allowance entitled to the post as per Pub. Admin. Circular 03/2016	11,816.00
(c) Arduous duty allowance	2,000.00
(d) Interim Allowance	2,500.00
(e) Uniform allowance	250.00
(f) Combined allowance	10,500.00
(Maximum amount paid for areas in which special allowances are paid)	
(g) Combined allowance	9,800.00
(Maximum amount paid for areas in which special allowance are not paid)	

In addition to these allowances :

- (a) Free transport facilities.
- (b) Free Medical facilities to officers (Financial support can be obtained even for getting medical treatment abroad).

(c) All uniforms will be provided free of charge.

the post and to work anywhere within Sri Lanka.

(d) Facilities to enhance one's sports skills and inborn talents

4:3:2 *Vision Requirements* :

Minimum vision of one eye, without wearing spectacles or contact lens, should not be less than 6/12. If the vision of one eye is 6/6, the vision of the other eye should be 6/18.

(e) Travelling expenses for duties and financial rewards for exceptional performance are arduous service.

4. *Basic Qualifications Required* :

4.1 *Age Limit* :

The applicant must be aged between 18 - 25 years at the time of the closing date of the application as per the *Gazette* notification.

4:3:3 Should not have undergone artificial body modifications which might be deemed unsuitable for the honour of police service or may cause obstruction in the execution of duty.

4.2 *Educational Qualifications* :

- Having passed 06 subjects with 04 credit passes including a credit pass for the medium language at G. C. E. (O/L) examination at one and the same sitting. And the applicant should have passed the subject, Mathematics in not more than two sittings.

4:4 *Other Qualifications* :

4:4:1 Should be a citizen of Sri Lanka

4:4:2 The applicant should not possess a tarnished character

4:4:3 The applicant should be a spinster (divorcees, widows, pregnant woman and single mothers are not qualified to apply)

4:4:4 Should be prepared to work anywhere in the country.

4:4:5 Qualifications mentioned in the application from 4:1 to 4:2 which are required for the post are expected to have been fully acquired by the date mentioned in the notice inviting applications and the qualifications in 4:4 are expected to remain the same even on the date of recruitment.

**Note: 01. According to the subject classification of the Department of Examinations, two Aesthetic Subjects bearing No. 41 and 44 are considered as a single subject and two Aesthetic Subjects bearing No. 42 and 45 are also considered as a single subject when determining the number of subjects passed at the examination.**

**02. Despite having passed the practical test of the Technological Studies at G. C. E. (O/L) examination, failing in the written test of the same subject is considered as having failed the said subject**

**03. Since the subjects, Optional Tamil, English and Sinhala are not included in G. C. E. (O/L) subject stream, having passed those subjects is not considered as one of the subjects passed at G. C. E. (O/L) examination.**

4:3 *Physical Requirements* :

- Height should be 05 feet and 01 inch (minimum)

4:3:1 All the applicants should be physically and mentally fit to discharge the duties of

05. *Preliminary Interview*. – Only the applicants who meet the qualifications and age requirement out of those who have furnished the applications will be called for the preliminary interview. During the interview, qualifications mentioned in paragraph 4:3 (except 4:3:2 and 4:3:3) and 4:4 (except 4:4:2 and 4:4:4) mentioned above will be checked.

The applicants who face the preliminary interview should face the endurance test conducted by a board of officers appointed by the Inspector General of Police.

The form forwarded with the call letter to get it verified that the applicant is not unfit to face this endurance test should be furnished then with the recommendation of a doctor registered with Sri Lanka Medical Council.

Activity	Time	Marks
Long Distance Running 1000 meters	Below 03 minutes	30
	Between 03 to 04 minutes	20
	Between 04 to 05 minutes	10
Chin-ups (05 reps)	01 minute	A maximum of 15 marks with 03 marks for each rep
Push-ups (15 reps)	01 minute	A maximum of 15 marks with 01 marks for each rep
Sit-ups (15 reps)	01 minute	A maximum of 15 marks with 01 marks for each rep
Squat Thrusts (15 reps)	01 minute	A maximum of 15 marks with 01 marks for each rep
Kim's Game (Memory Test)	30 seconds to observe items, 30 seconds to memorize, 120 seconds to write	A maximum of 10 marks with 01 marks for each item

**Note: Applicants who fail to run a distance of 1000 meters in 05 minutes are considered having failed the fitness test.**

06. *Written Examination* : The applicants who get through the preliminary interview will be called for the written examination. The written examination will be held under the following subjects.

Subjects	Maximum marks	Qualified marks
01. Comprehension and language proficiency	50	40%
02. General knowledge and I.Q. test	50	

07. *Structured Interview*.– Only the applicants who get through the preliminary interview and Written examination will be directed to the structured interview. The Structured Interview Board will be appointed by the Inspector General of Police.

Main headings under which marks are given	Maximum Mark	Cut-Off Mark for Selection
01. Additional Educational Qualifications	15	Not applicable
02. Professional Qualifications	15	
03. Language proficiency	10	
04. Sports skills	20	
05. Leadership/community services	20	
06. Evaluation of the interview board	20	
	100	

08. *Method of Recruitment*.– The aggregate of the marks obtained by each applicant for the Written Examination and Structured Interview is listed in descending order. Based on the order of marks obtained, a number of applicants, which is 125% of the number of vacancies, will be called for the Background Check and Medical Test and the qualified applicants out of those will be recruited for the post based on the number of available vacancies.

**Note:- Deviating from the above procedural measures, the applicants who possess exceptional sports skills on national or international level or have displayed special talents or proficiency in a different field may be recruited at the discretion of the appointing authority, disregarding the height and chest requirement, if such applicant meets other qualifications.**

tests will be called for training on a date specified by the Inspector General of Police. Selected applicants will receive the preliminary training at Sri Lanka Police College. Afterwards, they will receive extensive training in the respective field during the probation period.

Appointing authority will decide whether to extend the training period or nullify the appointment of the officers who do not complete their preliminary training.

09. *Background Check :*

- 9.1 A background check will be conducted to check any adverse reports on the applicants based on the number of available vacancies and the arrangement of the aggregate of the marks obtained by each applicant for the Written Examination and Structured Interview listed in descending order.
- 9.2 With the intention of getting the applicant's character exposed, background checks will also be carried out on the applicant, on his next of kin and on his close companions and applicants with negative background check reports will not be recruited.
- 9.3 Providing false information during recruitment by applicants will result in disqualification. If it is revealed, after the recruitment, that false information had been provided, service will be terminated at any time.

12. *Nature of Post :* Permanent and pensionable (Subject to the policy decisions made by the governing on the pension scheme)

13. *Service Conditions :*

- 13.1 Selected applicants should serve a probation period/apprenticeship of three years under the section 13.3
- 13.2 The selected applicants shall act in conformity with any orders or circulars already made or may hereafter be made to implement the Official Language Policy.
- 13.3 Should abide by the Circulars of National Police Commission, provisions of Establishment Code, Financial Regulations, Public Administration Circulars, Treasury circulars, Sri Lanka Police Ordinance, Police *Gazette* Notification, I.G.P. Circulars, Instruction Codes and provisions thereof and conditions of the appointment letter.
- 13.4 The probation period shall prevail for first three years from the date of appointment and the officers are not permitted to consummate the marriage during the period. One should enter into marriage only as per the instructions given in I.G.P. Circulars. If getting married during probation period, a special permission should be obtained from Inspector General of Police. If this regulation is violated, the appointment shall be nullified.
- 13.5 Those who are recruited should serve compulsory service period of 5 years after completion of training. They should sign a bond giving their consent to pay all the

10. *Medical Test :* Only the applicants, who do NOT have negative background report, will be called for Medical Test. The selected applicants should pass the medical test conducted by the Medical Board headed by the Chief Medical Officer of Police Hospital. In addition, a test will be performed on the applicants to check whether they are physically and mentally fit to perform police duties. An applicant can take the medical test only once. The medical test will be conducted under health 169 form. Appeals will not be considered from the applicants who disqualify from the medical test.

11. *Training :*

Based on the vacancies available, only the applicants who have passed the above

stipulated expenses, should there be any that had been spent for her training and other expenses including uniforms at the times she is handing over the resignation letter in the event of an officer intends to resign from the service before completion of her compulsory service period. Measures will be taken as per the provisions of Establishment Code and Procedural Rules of Public Service Commission in relation to the resignation.

- 13.6 When each and every officer of direct recruitment is initially appointed to the police service, she should provide particulars of all their assets, which the officer either has absolute ownership to or retains title to or has been transferred to and all the liabilities in General Form No. 261 (revised) to Inspector General of Police, to be included in her personal file.

Officer immediately after the marriage should include the above particulars about her spouse and submit.

If a new asset or possession as described in the above is acquired, a complete description of the said asset or possession should be given in writing to the Inspector General of Police to be included in the personal file.

- 13.7 Probationary Women Police Constables should subscribe an affirmation/oath to the effect that they comply with the constitution of Democratic Socialist Republic of Sri Lanka, as soon as they start the training at Sri Lanka Police College.

14. *Confirmation in service* : After the completion of probation period of 03 years, directly recruited officers will be confirmed in service by the appointing authority. If an officer fails to meet the requirements of the First Efficiency Bar within probation period, the officer will be confirmed in service after deciding the seniority as per Procedural Rules considering the additional time spent after the prescribed period.

However, appointments of officers who could not meet the requirement of the first efficiency bar within a period of additional 03 years will be nullified unless decided by the appointing authority to confirm the service or to extend the probation period.

15 *Efficiency Bars*: Efficiency bar examinations should be passed as follows.

<i>The type of Efficiency Bar</i>	<i>Prescribed period for passing the Efficiency Bar</i>	<i>Nature of the Efficiency Bar Written Examination/ Professional Examination/ Certificate Course/ Other</i>
First Efficiency Bar Examination (Examination for Confirmation of Service)	Before completion of 03 years after getting appointed to the post of Police Constable	Written, Practical, and Oral
Second Efficiency Bar Examination	Before completion of 03 years after getting appointed to the post of Police Sergeant	Successful completion of the orientation training
Third Efficiency Bar Examination	Before completion of 03 years after getting appointed to the post of Police Sergeant Major	Successful completion of the orientation training

16. *Language Proficiency* :

<i>Language</i>	<i>Expected Level of Proficiency</i>
Official Language	Officers recruited through a medium that is not an official language should obtain the proficiency for the relevant official language within the probationary period.
Other Official Language	Should obtain the relevant level of proficiency as per the Public Administration Circular No. 01/2014 and consequent circulars

17. (a) General conditions relevant to the appointment to posts of the Public Service that have been published in the beginning of paragraph (IIa) of part I of this *Gazette Notification* will be applicable.

18. Applicants should send the copies of the following documents attached to their applications. (Original documents should not be submitted)

- (a) Birth Certificate
- (b) A photocopy of the National Identity Card
- (c) Certificates to verify educational qualifications

19. (a) Applicants who are already in the public service should forward their applications through the relevant Heads of Department. Those applications should accompany a certificate indicating that the applicant can be released if selected.

(b) Applications should be completed in applicant's own handwriting on 11" x 8" papers and should be sent along with the relevant copies of the certificates to the address mentioned in the above paragraph 02, and the application should not be handed over personally to any officer under any circumstances.

20. Applications that do not conform to the requirements of this notification will be rejected. Replies will not be sent to such applicants in that regard.

**Note:- Travelling or any other expense will not be paid by the Sri Lanka Police to the applicants who are called for interviews and examinations.**

C. D. WICKRAMARATNE,  
Inspector General of Police.

(For office use)

size 2"x2<sup>1</sup>/<sub>2</sub>"

SRI LANKA POLICE

POST OF PROBATIONARY WOMAN POLICE CONSTABLE

SPECIMEN APPLICATION FORM

01. (a) Name in full :\_\_\_\_\_.  
(In clear and legible handwriting) Should be exactly as mentioned in the NIC)

(b) Name (with initials) :\_\_\_\_\_.  
(c) Post applied :\_\_\_\_\_.

02. National Identity Card No. :\_\_\_\_\_.  
(A copy of the NIC should be attached)

03. Father's name in full :\_\_\_\_\_.

04. Place of birth of the applicant :\_\_\_\_\_.  
Divisional Secretariat of the relevant birth place :  
\_\_\_\_\_.  
Province :\_\_\_\_\_.

05. (a) Present address :\_\_\_\_\_.  
(b) Relevant Police Station of present address :\_\_\_\_\_.  
(c) Permanent Address :\_\_\_\_\_.  
(d) Relevant Police Station of permanent address :  
\_\_\_\_\_.  
(e) Mailing Address :\_\_\_\_\_.  
(f) Grama Niladari's Division of permanent address :  
\_\_\_\_\_.  
Divisional Secretariat :\_\_\_\_\_.  
(g) Telephone No. :  
Home :\_\_\_\_\_.  
Mobile :\_\_\_\_\_.  
(h) E-mail Address :\_\_\_\_\_.

06. (a) Nationality :\_\_\_\_\_.

(b) Whether you are a Sri Lankan citizen by descent or by registration :\_\_\_\_\_.  
(If by registration, kindly produce that certificate)

(c) If you became a citizen by descent, mention the birth places of :-  
(i) Applicant :\_\_\_\_\_.  
(ii) Applicant's father :\_\_\_\_\_.  
(iii) Applicant's paternal grand father :\_\_\_\_\_.  
(iv) Applicant's paternal great grand father :\_\_\_\_\_.

07. Date of Birth :\_\_\_\_\_.  
(A copy of the birth certificate should be attached)  
Age :\_\_\_\_\_.  
(As at the closing date of this *Gazette Notification*) :  
Years :\_\_\_\_\_, Months :\_\_\_\_\_, Days :\_\_\_\_\_.

08. Height : Feet :\_\_\_\_\_. Inches :\_\_\_\_\_.

09. Educational qualifications (Should mention the examinations passed and the copies of the relevant certificates should be attached) :\_\_\_\_\_.



10. Marital Status :————.
11. (i) Present employment :————.  
(ii) Are you a member of any armed forces ? :————.
12. Have you ever served in Sri Lanka Police ? :————.  
Post and Rank No. :————.  
If yes, indicate the reasons for you to resign from the post :————.
13. (a) Are you currently serving in an Armed Force ? If yes, the application should be forwarded through the Commanding Officer of the respective force :————.
- (b) Have you ever served in Armed Forces ? If yes, please attach a copy of the certificate of legal discharge :————.
14. (a) Are you attached to Volunteer Armed Forces ? If yes, application should be forwarded through the Commanding Officer of the respective force :————.
- (b) Have you been attached to Volunteer Armed Forces ? If yes, please attach a copy of the certificate of Legal Discharge :————.
15. Have you ever been arrested on suspicion or in connection with any offence ? Have you ever been accused of an offence or summoned or punished by a court ? (If yes, please provide the details) :————.
16. Has any relative of yours ever been arrested on suspicion or in connection with any offence ? Has anyone ever been accused of an offence or summoned or punished by a court ? (If yes, please provide the details) :————.

17. Certification of the Head of the Department :  
(Only if relevant) :

I, hereby declare that Mrs/Miss..... forwarding this application is serving in the Department/ Corporation/Board of ..... and that she can be released for the new post if he/she is selected for this post.

\_\_\_\_\_,  
Signature and stamp of the  
Head of the Department

Designation :————.  
Date :————.

I certify that the above particulars furnished by me in this application are true and accurate to the best of my knowledge. I am also aware that if any particulars contained herein are found to be false or incorrect, my service in the Police Service, in the event of appointed, is liable to be terminated without any compensation.

\_\_\_\_\_,  
Signature of Applicant.

Date :————.