

# Recruitment of Officers legally discharged from service after 12 years from the Tri Forces to fill 200 Posts of Prison Guards based on Urgent Service Requirements to the Intelligence Unit of the Department of Prisons

Applications are invited from officers who are legally discharged from service after 12 years from the Tri Forces to fill the following vacancies in the Department of Prisons.

## 1. Grade for which Recruitments are made : **Prison Guards (Males)**

### 2. Qualifications

**2.1 Experience** - Should be an officer who is legally discharged from service at least after 12 years of service in the Tri Forces (This should be proved with certificates)

**2.2 Physical Qualification** - 1) Minimum Height 05 ft. 04 Inches  
- 2) Chest unexpanded 32 inches

### 2.3 Other Qualifications

- I. Should be a citizen of Sri Lanka.
- II. Should be physically fit.
- III. Should have an excellent moral character. Action will be taken to get that confirmed with a Police Clearance Certificate.
- IV. Convicted by any Court of Law regarding a penal offence of character will be a complete disqualification for appointment to this post.
- V. All qualifications required for recruitment to the post should have been fulfilled as at the date specified in the notice.
- VI. Should pass the physical fitness or endurance test conducted by a Fitness Evaluation Board appointed by the Commissioner General of Prisons.

**2.4 Age** : Should not have exceeded 40 years and should be persons who are legally discharged from service from the Army, Air Force or Navy

**3. Nature of Post** - Permanent and Pensionable (Should be subject to any policy decision taken by the government in the future regarding pension scheme)

**4. Salary Method**  
- Salary Code No. : RS-1-2016  
- Salary Scale: 29540 - 7 x 300 - 27x370 - 41630/-  
Will be placed in the initial step of the salary scale

### 5. Method of Recruitment :

5.1 Those who pass the physical fitness test will be subjected to a fitness evaluation interview and those who receive the highest marks will be recruited as per the order of merits.

5.2 Fitness Evaluation Interview.

Main headings on which marks are given	Maximum Marks	Minimum marks to qualify for selection
Additional Educational Qualifications and other qualifications	25	Not applicable
Professional Qualifications	15	
Sports Skills	25	
Leadership and Community Services	25	
Skills shown at the Interview	10	
Total	100	

Marks will be given considering the skills shown during the service period in the Tri Forces and before that and the relevant qualifications should be proved with certificates.

5.2.1. Fitness Evaluation Interview Board and the Physical Fitness Testing Board will be appointed by the Commissioner General of Prisons and Details of Method of giving marks will be prepared.

**6. Efficiency Bar Examination** - Should pass before the completion of three (03) years after being appointed to the post.

### 7. Language Proficiency :

Language	Proficiency Required
Official Language	Officers who joined the service in a language medium other than Official Language should obtain the official language proficiency within the probation period
Other Official Languages	As per the Public Administration Circular No. 01/2014 and its subsequent circulars, should obtain the relevant level of proficiency within three (03) years

### 8. Other Conditions

- I) Subject to a probation period of three (03) years
- II) Promotions will be given as per the Provisions in the approved recruitment procedure.
- III) Appointment Authority reserves the right to take the complete decision regarding recruitments.

Any matter not mentioned here will be decided by the Commissioner General of Prisons. All applicants are bounded to act according to the general rules and regulations mentioned in this notice.

8.1 Application should be as per the specimen given below in this advertisement. Application should be self prepared in 8.27" x 11.69" (A4) size paper using both sides of the paper and should be completed by the candidate in his own handwriting. Even the application prepared in the computer or the typewritten application may also be used for applying.

Perfected applications, with the attestation of the Regimental Head or Commissioned Officer in Charge of the Camp, should be sent by registered post addressed to "**Commissioner General of Prisons, Prison Headquarters, No. 150, Baseline Road, Colombo 09**". The caption "**Recruitment to the Post of Guard in the Intelligence Division of Prisons**" should be mentioned on the left hand top corner of the envelope containing the application.

**Commissioner General of Prisons**  
**Prison Headquarters**  
**No. 150, Baseline Road,**  
**Colombo 09.**

15.01.2021

(Office use only)

## Specimen Application

**Recruitment of Officers legally discharged from service after 12 years from the Tri Forces to fill Posts of Prison Guard (Males) to the Intelligence and Security Unit of the Department of Prisons**

01. (a) Name with Initials at the end (In English Capital Letters) : .....  
(Ex: GUNAWARDHANA, M.G.B.S.K.)
- (b) Name in Full (In English Capital Letters) : .....
- (c) Name in Full (In Sinhala / Tamil) : .....
02. (a) Permanent Address: (In Sinhala / Tamil): .....
- (b) Permanent Address (In English Capital Letters) (Admission Cards will be sent to this address) : .....
03. Gender Male / Female   
Female - 1, Male - 0 (Write the relevant No. in the Cage)
04. National Identity Card No.
05. Telephone No. - Mobile   
- Standard
06. Marital Status : .....
07. Date of Birth : Year    Month   Date
08. Age as at the closing date of application (05.02.2021):  
Years  Months  Days
09. Citizenship (By descent / by registration) : .....
10. Physical Measurement  
Height : Feet : ..... Inches .....
- Chest : Inches : .....
11. Details regarding Army / Air Force / Navy Service (It is mandatory that a certified copy of a letter obtained from the last place of service should be attached to the application and the original should be kept with you.)  
(a) Relevant Service : (Army / Air Force / Navy) : .....
- (b) Relevant Post / Posts : .....
- (c) Date of Joining to the Post : .....
- (d) Date of Discharge from Service : .....
- (e) Reason for discharging from Service : .....
- (f) Service Period with the Tri Forces : .....

### 12. Educational Qualifications

- |                                 |                                 |
|---------------------------------|---------------------------------|
| G.C.E. (Ord. Lev.)              | G.C.E. (Ord.. Lev.)             |
| (i) Year of Examination : ..... | (i) Year of Examination : ..... |
| (ii) Index No : .....           | (ii) Index No : .....           |
| (iii) Results                   | (iii) Results                   |

Subject	Grade	Subject	Grade

G.C.E. (Adv. Lev.)

- |                                 |                                 |
|---------------------------------|---------------------------------|
| (i) Year of Examination : ..... | (i) Year of Examination : ..... |
| (ii) Index No. : .....          | (ii) Index No. : .....          |
| (iii) Results                   | (iii) Results                   |

Subject	Grade

13. Other Qualifications : .....

14. Have you ever been convicted by a Court of Law of any offence, If so, full details .....

### 15. Certification of the Applicant

I hereby certify that the information declared by me is true and correct to the best of my knowledge and belief and I am aware that I will be disqualified if it is found out that I am disqualified as per the conditions mentioned in this notice and I am disqualified to hold this post.

Date : ..... Signature of Applicant

### 16. Attestation of the Signature :

I hereby certify that Mr. .... who submits this application is personally known to me and that he placed his signature on ..... in my presence and that he finally served in my Camp / Regiment as ..... and was legally discharged from service on .....

Name : .....	Signature of the Attester
Position : .....	Head of Regiment / Officer in Charge of Camp
Address : .....	
Date : .....	

(Place the Official Seal)