

# National Police Academy

Applications are invited from qualified Sri Lankan citizens, as specified in this notice, to fill the following posts in the “**Primary Non-Technical Service Category**” of the National Police Academy, which functions under the Ministry of Public Security and Parliamentary Affairs:

- Assistant Cook (08 vacancies)
- Office Assistant (07 vacancies)
- Sanitary Labourer (04 vacancies)

## 1. Nature of Appointment

Permanent appointments with entitlement to the Employees’ Provident Fund (EPF) and Employees’ Trust Fund (ETF).

## 2. Salary Scheme

2.1 Salary Code and Monthly Salary Scale (effective from 01.01.2025)

PL 1 – Rs. 40,500 – 10 x 450 – 10 x 490 – 7 x 540 – 15 x 590 – 62,530

## 3. Qualifications

### 3.1 External Applicants

Must have sat for the G.C.E. Ordinary Level Examination.

### 3.2 Age

Applicants must be not less than 18 years and not more than 45 years of age.

### 3.3 Other Requirements

Every applicant must:

- i. Be a citizen of Sri Lanka
- ii. Be physically and mentally fit to perform duties and serve in any part of the island
- iii. Be of good character

## 4. Method of Recruitment

Recruitment will be conducted through a structured interview by a panel appointed by the appointing authority after calling applications, as decided by the Board of Management of the National Police Academy.

### **Marking Scheme:**

Relevant experience	– 20 marks
Relevant additional educational qualifications	– 20 marks
Performance at the interview	– 60 marks
<b>Total</b>	<b>– 100 marks</b>

Selection will be made strictly based on merit according to interview marks.

Applicants must produce original certificates and certified copies at the interview.

### 4.1 Date of Eligibility

Applicants must have completed all qualifications mentioned in Sections 3.1, 3.2, and 3.3 on or before the closing date of applications.

### 4.2 Confirmation

Selected candidates will be appointed to Grade III of the post, subject to a three (03) year probation period.

Confirmation will be granted upon satisfactory performance and passing the first efficiency bar examination.

### 4.3 Salary on Recruitment

Appointments will be made to Grade III and placed at the initial step of the salary scale.

## 5. Identity of Candidates

Only duly completed applications will be considered. Applicants must produce one of the following to verify identity:

- Valid National Identity Card, or
- Valid Passport

## **6. Submission of Applications**

- i. Completed applications must be sent by registered post to: Executive Director, National Police Academy, Thimbirigaskatuwa, Negombo. On or before 29.05.2026. Late applications will be rejected.
- ii. Applicants must prepare their applications on A4 paper following the given format and complete them in their own handwriting.
- iii. The applicant's signature must be certified by one of the following:
  - Principal of a government school
  - Justice of the Peace
  - Commissioner for Oaths
  - Attorney-at-Law
  - Notary Public
  - Commissioned Officer of the Armed Forces
  - Government officer holding a permanent post with a basic salary of Rs. 72,280 or above
- iv. Applications not conforming to the prescribed format will be rejected. No complaints regarding lost or delayed applications will be entertained.

## **7. False Information**

If any information provided is found to be false before recruitment, candidature will be cancelled.

If discovered after appointment, the applicant will be dismissed from service.

## **8. Language Discrepancies**

In case of any inconsistency between Sinhala, Tamil, and English versions, the Sinhala version shall prevail.

## **9. Final Authority**

Any matter not covered in this notice or any issue arising during recruitment will be decided by the appointing authority, and such decisions will be final.

### **Executive Director**

National Police Academy

Divulapitiya Road

Thimbirigaskatuwa

Negombo

Date: 03<sup>rd</sup> May 2026