

Instructions for Completing the Application Form and Paying Fees when submitting Applications for the Posts in the Bureau of Rehabilitation

Before submitting the application

Please read all instructions thoroughly before proceeding.

- Applicants must download and complete the application form.
- Before completing the application form, please carefully read and understand the instructions provided herein for the post you wish to apply for.
- If you wish to apply for more than one post, a separate application must be submitted for each post.
- Applicants selected at the interview must be willing to serve in any part of the island.
- Applicants shall be recruited in accordance with the scheme of recruitment (SOR) approved by the Department of Management Services for the Bureau of Rehabilitation.

When completing the application form

- The application form can be downloaded in all three languages (Sinhala, English, and Tamil) and may be completed in the language medium of your preference.
- First, select your applicant type correctly: **Internal Applicant** or **External Applicant**.
- Only current employees of the Bureau of Rehabilitation are eligible to apply as **Internal Applicants**.
- All other applicants must apply as **External Applicants**.
- Second, you must correctly select the language medium in which you intend to sit for the Recruitment Aptitude Test. (Only one language medium can be selected.)
- Then complete all the required fields in the application form accurately.
- Applicants must correctly specify the post for which they are applying.
- Admission cards for examinations and interview invitation letters will be sent to the correspondence address provided under **No. 06** of the application form. (Address to which interview invitation letters should be sent)

Application Fee

- Only internal applicants of the Bureau of Rehabilitation are exempted from paying the application fee. All other external applicants are required to pay an application fee of Rs. 500/-.
- If you apply for more than one post, a separate application fee must be paid for each post.
- The application fee should be paid by depositing the relevant amount to the account maintained under the name **“Bureau of Commissioner General of Rehabilitation”** at the **Bank of Ceylon, Borella Super Grade Branch (Account No. 0007042763)**. (Payments can also be made online or through CDMA to the above-mentioned account). Applicants must retain a copy of the deposit slip and attach the original deposit slip to the application after clearly writing their name and the post applied for at the top of the slip using a blue pen only.
- The application fee is non-refundable.
- The **Payment Details** section provided in the application form must be completed accurately with the required information
 - **Branch** – The bank branch where the payment was made.
 - **Bank Name** – The name of the bank through which the payment was made.
 - **Payment Date** – The date on which the payment was made.
 - **Account Number** – The account number used for the payment if paid online. (The relevant number if payment was made through CDMA or directly at the bank).
 - **Transaction ID / Reference No. (if applicable)** – If the payment was made online or through the bank, enter the printed transaction/reference number. If the payment was made through CDMA, enter the printed reference number provided.

After completing the application form

- After completing the application form, the **original payment receipt must be attached and submitted along with the required certificates by registered post.**

Submission of the Hard Copy and Relevant Documents

- Applicants currently employed in Government Departments / Corporations / Statutory Boards must submit their applications with the approval of the Head of the respective institution/department.
- Applicants applying for the vacant posts must submit certified copies of the certificates listed below along with the downloaded and completed application form.
 - (a) Birth Certificate
 - (b) Educational Certificates
 - (c) National Identity Card
 - (d) Grama Niladhari Certificate (If there are delays in obtaining this certificate, the application may be submitted without it.)
 - (e) Two character certificates obtained within the last three months
 - (f) Certificates related to sports and other skills
 - (g) Any other certificates considered relevant to the post applied for
- Applicants must certify by signing the application form that the information provided by them is true and accurate, and that they understand that any false information discovered later may result in the rejection of the application or termination of employment.
- The post applied for must be clearly indicated on the top left corner of the envelope. The downloaded application form along with copies of the relevant certificates must be sent by registered post to **“Bureau of Rehabilitation, No. 462/2, Kaduwela Road, Ganahena, Battaramulla”** before the closing date for receipt of applications.
- To obtain the application form as instructed above, please use **CLICK HERE**.

Rejection of Applications

- Applications that do not meet the required qualifications by the closing date, incomplete applications, applications without the original payment deposit slip, applications submitted other than the downloaded application form, applications without copies of the relevant certificates, and applications received after the closing date will be rejected without notice. Applications rejected for any reason will not be reconsidered under any circumstances.
- The decision of the Bureau of Rehabilitation shall be final.
- Applications received after the closing date,, will be rejected without any notice.

General Information

- Only applicants selected after the preliminary qualification assessment by an internal evaluation panel will be called for the interview.
- For further information, please contact **0112883891**.