



NOTICE

MINISTRY OF PUBLIC ADMINISTRATION, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

LOCAL LOANS AND DEVELOPMENT FUND

RECRUITMENT ON OPEN BASIS FOR THE POST OF CHIEF EXECUTIVE OFFICER / DIRECTOR

Applications are invited from citizens of Sri Lanka who have fulfilled the qualifications mentioned in this notice for filling the existing vacancy (01) for the Post of Chief Executive Officer / Director of the Senior Management Category of the Local Loans and Development Fund under the Provincial Council and Local Government Division of the Ministry of Public Administration, Provincial Councils and Local Government.

01. Nature of Appointment:

This is a permanent post with entitlement for Employees Provident Fund (EPF) and Employees Trust Fund (ETF).

02. Method of Recruitment:

Candidate who obtains the highest marks out of the applicants who have fulfilled the qualifications mentioned in this notice based on the structured interview conducted by an interview board appointed by the Board of Commissioners of the Local Loans and Development Fund will be recruited to this post.

All appointments / recruitments made to this service category will be made only by strictly adhering to the provisions of the recruitment procedure.

03. Qualifications Required:

3.1 External Applicants

Should have attained a degree in Management, Commerce, Accountancy, Business Administration, Public Administration or any other degree in the subject field relevant to the post recognized by the University Grants Commission with a postgraduate degree in the relevant field or obtaining the Associate Membership of a recognized Chartered Professional Institute compatible to the subject field relevant to the post

and

at least fifteen (15) years experience in the relevant field in a "Management Level" post in Government, Government Corporation, Board, Statutory Institute or reputed private institution after obtaining the degree qualification.

3.2 Internal Applicants:

Should have fulfilled the qualifications for the external applicants mentioned above

Or

Should have completed a satisfactory service period of at least five (05) years in the relevant subject field in a Grade 1 post of Management Services (MM) Service Category.

Note: "Satisfactory Service Period" means a service period where all salary increments have been obtained during the service period preceding the date applying for the promotion and has not been punished (except a warning or serious warning) during that period.

3.3 Other Qualifications:

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island.
- Should bear an excellent moral character

04. Conditions for Employment and Service Conditions:

4.1 Officer appointed to the post out of the external applicants will be subject to a probation period of three (03) years and if he / she has carried out his/her duties satisfactorily and the conduct has been satisfactory during the probation period he/she will be confirmed in the post at the end of the probation period. Person recruited out of the internal applicants serving in a permanent post in the qualifying service category will be subjected to an acting test period.

4.2 Provisions of the Establishment Code will be applicable with regard to deployment in service after recruitment and all ancillary matters.

05. Duties entrusted to the post:

Exercising the powers, performing the duties and responsibilities entrusted by the Board of Commissioners of the institution under the guidance of the Board of Commissioners, giving leadership to the staff of the institutions, encouraging the entire staff to achieve maximum productivity, bearing responsibility of the entire performance of the institution are the main responsibilities entrusted the someone holding the post of Chief Executive Officer cum Director.

06. Age Limit:

Should be not less than 35 years and not more than 55 years as at the date of closing date of applications. Maximum age limit will not be applicable to internal applicants.

07. Salary Scale

Monthly salary scale entitled to this post is (HM 1-1-2025) – Rs. 140,640.00 – 4,100 x 15 – Rs. 202,140/-.

Note: When recruiting out of the external applicants that person will be placed at the starting step of the salary scale. When recruiting out of internal applicants that person the step in which he / she should be placed will be as per the provisions in Chapter VII of the Establishment Code.

08. Method of giving marks at the structured interview:

Ser. No.	Subject	Marks
01	Relevant Additional Experience	30
02	Relevant additional educational / professional qualifications	30
03	Other performances and skills	15
04	Performance at the Interview	25
Total Mark		100

09. Date of Qualifications:

It is accepted as fulfilling the qualifications required for appointment to the service / post, only if the qualifications required in Sections 3.1, 3.2 and 3.3 are fulfilled in every manner as at the closing date of applications.

10. Identity of the Candidates:

Only the candidates who have submitted complete application in every manner will be called for the interview to evaluate the eligibility.

Originals of all certificates and self certified copies of certificates should be submitted at the interview.

Following documents of identity will be accepted as proof of identity at the interview.

- National Identity Card issued by the Commissioner for Registration of Persons
- Valid Passport

11. Method of Submission of Applications

- Applications should be submitted by registered post addressed to "Secretary, Ministry of Public Administration, Provincial Councils and Local Government, Provincial Councils and Local Government Division, No. 330, Union Place, Colombo 02" to receive on or before 28.11.2025. Applications received after that deadline will be rejected.
- A specimen of the application to be submitted is given below. Applicants should self prepare the application on A4 size paper mentioning No. 01 to 03 on Page One, Nos. 04 and 05 on Page Two and Nos. 06 to 08 on Page Three and should perfect the application in own handwriting.
- The caption "Recruitment to the Post of Chief Executive Officer / Director" should be mentioned on the top left corner of the envelope containing the application.
- Signature of the applicant in the application should be attested either by a Principal of a Government School / Justice of the Peace / Commissioner of Oaths / Attorney at Law / Public Notary / Commissioned Officer of the Tri Forces or Gazetted Officer of the Police Service or an Officer holding a permanent post in Public or Provincial Public Service drawing a monthly consolidated salary of Rs. 82,150/- or above.
- Officers currently employed in public or provincial public service should direct their applications through the respective Departmental Heads.
- Applications that are not compatible to the specimen application given below will be rejected without any intimation. Complaints will not be entertained regarding loss of or delayed applications.

12. Submission of False Information:

Your candidature will be cancelled if any of the information mentioned by you in the application is found to be false or incorrect before recruitment. Action will be taken to dismiss from service, subject to relevant actions if it is found out any of the information supplied is false or incorrect after recruitment.

13. Board of Commissioners of Local Loans and Development Fund reserves the right either to fill or not fill the vacancy.

14. If there is any disparity among the Sinhala, Tamil and English language texts of this newspaper notice, Sinhala text is deemed as correct.

15. With regard to any matter that is not mentioned in this notice or if any problematic situation arises the decision taken by the competent authority on appointments will be final.

S. Alokabandara

Chairman

Board of Commissioners of Local Loans and Development Fund

31st October 2025

For office use

MINISTRY OF PUBLIC ADMINISTRATION, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

LOCAL LOANS AND DEVELOPMENT FUND

Application for Recruitment to the Post of Chief Executive Officer / Director

- Name with Initials: Mr./Mrs./Miss.
(In English Capital Letters)
 - Name in Full:
(In English Capital Letters)
 - Name in Full :
(In Sinhala)
- Permanent Address:
 - Telephone No.
Standard: Mobile:
- Ethnicity:
(Sinhala - 1, Tamil - 2, Muslim - 3, Other - 4)
 - Gender: Male/Female:

Female	
Male	
 - Marital Status:

Married		Unmarried	
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 - National Identity Card No.:

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 - Date of Birth

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 - Age as at 28.11.2025 :YearsMonthsDays

- Educational Qualifications:
 - Degree:
 - University / Institution:
 - Validity Date of the Degree:
 - Postgraduate Degree Qualification:
 - Postgraduate Degree
 - University / Institution:
 - Validity Date of Postgraduate Degree:
 - Professional Qualifications:
 -
 -
 -
 -
- Experience

Ser. No.	Position	Period	Institution
1			
2			
3			
4			

4.5 Qualifications of Internal Applicants:

- Service Category:
- Grade:
- Post:
- Satisfactory Service Period:
- Work and conduct have been good as per the evaluation of performance within the last five (05) preceding years:

❖ Certified copies of the relevant 05 Performance Reports should be attached.

Year	Evaluation Very Good / Good / Satisfactory / Unsatisfactory	Relevant Officers have Signed / Not signed

05. Have you ever been convicted by a Court of Law of any criminal offence? If so, please provide full details with date and Case No.

06. Certification of the Applicant:

I hereby certify that the information I have given in this application is true and correct. I am aware that if any of the information I have provided is found to be false or incorrect before my selection I will be disqualified for this post and if found out after I am subjected to dismissal without any compensation.

Date:

Signature of Applicant:

07. Attestation of the Signature of Applicant

Should have been attested by a Principal, Justice of the Peace, Commissioner of Oaths, Attorney at Law, Notary Public, Commissioned Officer of Tri Forces, Gazetted Officer of the Police Service or an Officer holding a permanent post in government service drawing a basic salary of Rs. 82,150/-.

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

Signature of the Attestor

Date:

Name of the Attestor:

Position:

Address:

(Should be confirmed by an Official Seal)

08. If the applicant is in public service, the Certification of the Head of the Department

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

His / her work, attendance, conduct have been He / She has completed / not completed the satisfactory service period of five (05) years and he/she can be / cannot be released from the post if he / she is selected for this post.

(Signature of the Head of Department)

Date:

Name:

Position:

(Should be confirmed by an Official Seal)