



**Ministry of Public Administration,
Provincial Councils and Local Government**

**LOCAL LOANS AND
DEVELOPMENT FUND**

APPLICATIONS FOR VACANCIES

The Local Loans and Development Fund, which performs the main function of providing credit facilities and recovering loans required for capital investment and infrastructure development of local government institutions in the island, is a statutory body established under Ordinance No. 22 of 1916 and is governed by the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government. Applications are called from Sri Lankan citizens for the following vacancies in this institution.

**MANAGEMENT ASSISTANT
(Number of Vacancies - 03)**

01. Service Category: Management Assistant (Non-Technical)

02. General definition of the nature of the tasks assigned to the service category

This service category is assigned with non-technical tasks that are ancillary and/or facilitating to the functions of those employed at the executive and administrative levels of institutions. Among the tasks in this category, the tasks specifically indicated by the Appointing Authority should be performed by employees belonging to this service category.

03. Eligibility

For external applicants

Education

- (a) Should have passed in six subjects (06) including credit passes for four (04) subjects in one sitting at the General Certificate of Education (Ordinary Level) examination
 - i. Sinhala / Tamil
 - ii. Mathematics
- (b) Should have passed at least three subjects (excluding CommonTest) at the General Certificate of Education (Advanced Level) Examination.

For internal applicants

- (a) Employees in non-skilled unskilled service categories with the qualifications mentioned in 'B','C' and'E'; below may apply for this.
- (b) Should have passed in six subjects (06) including credit passes for four (04) subjects in one sitting at the General Certificate of Education (Ordinary Level) examination
 - i. Sinhala / Tamil
 - ii. Mathematics
- (c) Should be made permanent in the post and appointments should have been confirmed.
- (d) Should have completed 05 years of continuous, satisfactory service in a permanent position prior to the due date.

04. Age limit

Must be not less than 18 years and not more than 45 years. The maximum age limit will not apply to internal applicants.

05. Salary Scale

This post is an approved position in accordance with the recruitment and promotion scheme approved by the Director General of Management Services.

Salary code number and monthly salary scale relevant to the service category:

From 01.01.2025 MA 1-1-2025: Rs. (46,220 - 10 x 540 - 7 x 630 - 4 x 890 - 20 x 1,190-83,390)

(Government approved allowances will be added)

As recruitments are made to the head office, priority will be given to applicants residing nearby.

Recruitment will be made through an interview.

Terms of Employment

- i. This position is permanent and is subject to a probationary period of 03 years.
- ii. The employee should contribute 8 % of the salary towards the Employees' Provident Fund, while the employer contributes 12 % and 3 % towards the Employees' Provident Fund and Employees' Trust Fund respectively.

Applications should be sent by registered post to the Director/Chief Executive Officer, Local Loans and Development Fund, No. 24/A, Ward Place, Colombo 07, to be received on or before **10.02.2026**. The relevant post should be mentioned at the top of the application.

**Chairman,
Local Loans and Development Fund.**