

Lady Lochore Loan Fund

Post of Management Assistant (Non - technical) III - (04) Vacancies



Applications are invited from qualified citizens of Sri Lanka for the **Post of Management Assistant (Non-technical) – III - (04)** vacancies.

01. Educational Qualifications

- a) Should have passed the G. C. E. (O/L) Examination in six subjects in one sitting with Credit Passes for four subjects including
 - I. Sinhala / Tamil
 - II. Mathematics
 - III. English
- b) Should have passed three subjects (other than the General Paper) at the G. C. E. (A/L) examination
- c) Should have completed a course of not less than three months' duration in computer word processing / typewriting recognized by the Tertiary and Vocational Education Commission, or possessing equivalent skills.

- **Age Limit**

Age should be not less than 18 years and not more than 45 years.

- **Other Qualifications**

Every Applicant

- I. Should be a citizen of Sri Lanka.
- II. Should be physically and mentally fit to discharge the duties of the post well.
- III. Should be of excellent moral character.
- IV. Applicants residing in the Colombo District will receive special consideration.

- **Salary Scale**

Rs. [46,220 -10x540 -7x630 -4x890 -20x1, 190 -83,390]

The appointment will be made at the initial salary step of Rs. 46,220 /=-, and all other allowances and conditions approved by the government for this post will apply.

- **General Conditions**

Candidates will be chosen on the results of a structured interview.

This post is permanent and includes Employees' Provident Fund benefits. Selected applicants must enter into an agreement to serve a mandatory three-year probationary period.

Applicants having completed the above qualifications should prepare their applications according to the attached specimen application and send under registered cover addressed to the below mentioned address on or before **28th of September 2026** together with copies of the following certificates.

- I. Birth Certificate
- II. Certificates of the relevant educational qualifications
- III. Certificates of experience
- IV. certificates of professional qualifications
- V. Two character certificates obtained recently
- VI. Incomplete applications with relevant copies of the certificates not being attached and applications received after the closing date will be rejected.
- VII. **In addition to your application, it is mandatory to complete the Google Form** provided via the link below. <https://forms.gle/fix7bGtmj3HjLXLNA>

Managing Trustee
Lady Lochore Loan Fund,
No 100 3/2, Sir Chittampalam A. Gardiner Mawatha,
Colombo 02

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