

GENERAL INSTRUCTIONS RELATING TO THE RECRUITMENT PROCESS

All applications for the vacancies advertised by the Employees' Trust Fund Board shall be submitted **online only**. Applicants are required to carefully read and comply with the following instructions before submitting their applications.

1. Applications shall be accessed and submitted through the official website of the Employees' Trust Fund Board, www.etfb.lk and shall be completed in English.
2. **An applicant shall submit only one application for each post applied for.**
3. Applicants shall be responsible for ensuring the accuracy, completeness and authenticity of all personal and other information furnished in the application.
4. Applicants applying for Posts No. 10 to 23 shall be required to pay a non-refundable application processing fee of Rs. 1,000/- as the examination and other applicable fees. **Where an applicant applies for more than one post, the prescribed non-refundable application processing shall be paid separately in respect of each post applied for.** (An application submitted without the prescribed payment shall be treated as an rejected application)
5. The account details of the Employees' Trust Fund Board to which the non-refundable application processing fee applicable to Posts No. 10 to 23 shall be paid are specified in the relevant newspaper advertisements published by the Board. The relevant newspaper advertisements have been published in Dinamina, Thinakaran and Daily News on Wednesday, 30th September 2026.
6. The following supporting documents shall be uploaded in PDF format and in the order specified below:
 - I. National Identity Card
 - II. Driving License (Only for the drivers)
 - III. Educational Qualifications
 - IV. Professional Qualifications
 - V. Copies of Certificates of Service
 - VI. Certificates relating to other extracurricular activities (In respect of certificates relating to sports activities, only certificates relating to National, Provincial and Public/State Service level achievements shall be considered)

Only the original documents shall be considered and photocopies shall not be accepted. All qualifications specified for the relevant post shall have been obtained on or before the closing date for the submission of applications. No qualification, document, certificate or other information which was not submitted with the application by the closing.

7. Applicants shall pay the non-refundable application processing fee online only and upload the payment receipt in the designated section (**The non-refundable application processing fee is required only for Posts No. 10 to 23**). The receipt must include the applicant's National Identity Card Number (NIC) and the post applied for. (**The fee paid for one post cannot be transferred to another post or refunded for any reason**).
8. Once you have duly completed and submitted the application form, you will receive an email stating "**Application successfully submitted.**" The **Reference No.** mentioned in the email will be required for all future correspondence and related activities. Therefore, please keep it safe. Furthermore, as all subsequent correspondence and procedures will be conducted via email, it is mandatory to provide a valid and currently active email **address** when submitting your application.
9. Applicants may apply under the Internal or External category, as applicable. For the purpose of this recruitment, **Internal Applicants shall mean permanent members of the staff who are serving in the Employees' Trust Fund Board** as at the date of application.
10. When completing the application, applicants who are currently employed in Government institutions and Government- affiliated corporations and statutory institutions must attach the **Attestation** duly certified by the Head of the institution where they are employed. Internal applicants shall confirm their acceptance of and compliance with the recruitment procedures prescribed by the Chairman/Chief Executive Officer of the Employees' Trust Fund Board. The decision of the Chairman/Chief Executive Officer of the Employees' Trust Fund Board in relation to the recruitment process shall be treated as final, subject to the applicable laws, rules and regulations.
11. Once an application has been completed and submitted, no amendment or addition of information shall be permitted. Accordingly, the applicant shall bear full responsibility for ensuring that all information furnished in the application is true, accurate, complete and properly entered prior to final submission.
12. **Applications which do not satisfy the prescribed basic recruitment requirements, or which are submitted differing to the recruitment procedures and requirements of the Employees' Trust Fund Board shall be treated as rejected applications. The non-refundable application processing fee paid in respect of any such rejected application shall not be refunded under any circumstances.**
13. Applicants requiring further information or experiencing any technical difficulty in relation to the online application process may contact the Information Technology Division of the Employees' Trust Fund Board.
 - Danushka Prageeth – 0776 041 402

Instructions for Payment of Application Fees

An amount of **Rs. 1,000/-** shall be paid only for the positions specified as requiring a **non-refundable application processing fee (examination and other fees)**.

The application fee shall be credited to the institution's bank account, and the following instructions must be strictly followed when making the payment.

- The **non-refundable application processing fee (examination and other fees)** is **Rs. 1,000/-**. (Applicable only to the positions specified as requiring such payment.)
- Payments shall be made **only through Online Banking / Digital Banking/ Internet Banking/ Mobile Banking**.
- When making the payment, enter **only your correct National Identity Card (NIC) number** in the **"Remarks" / "Beneficiary's Account Narration"** space/ column.
- Do not enter your name, telephone number, name of the position, or any other information in the said space/ column.
- It is the responsibility of the applicant to provide the payment details accurately when submitting the application.

Important:

The **Account Holder's Name, Account Number, Bank and Branch**, and all other payment-related information shall be entered exactly as stated in the newspaper advertisement.

11. (The part is Applicable only for Candidates who Engage in Government Employment) Attestation of the head of the Department / Institution

I hereby certify that Dr./Mr./ Mrs./ Miss.
who is working in this ministry/ Department/ Institution, is working in the post of
..... and his/ her
work and conduct are satisfactory, no disciplinary action pending against him/ her and no
decision has been taken to impose any such in the future. If he/ she will be selected for this
post, he/ she can/ cannot be released from the service.

Date
.....
Signature of the head of the
department/ Authorized officer

Name
Designation
Address

Recommendation of DGM/ AGM
(For Internal Candidates only)

Post of:

Name with Initials:

ETF No:

Division:

I recommend/ not recommend to proceed this application.

If not recommend, please indicate the reason briefly.

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Date Signature