



Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government
Local Loans and Development Fund

Invitation of Applications for Vacancies

Local Loans and Development Fund is a statutory body under the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government established under the Local Loans and Development Ordinance No. 22 of 1916 for providing financial assistance required for capital investment and improvement of infrastructure and recovery of loans of the local authorities of the island. Applications are invited from citizens of Sri Lanka for the following positions in this institution.

Deputy Director (Administration / Finance)
(No. of vacancies – 01)

- 01. Service Category :**
 Managerial
- 02. General definition regarding duties entrusted to the posts in “Managerial” Service Category.**
 Naturally, policy implementation, giving commands and orders, management and decision making, part of the overall duties entrusted to the highest executive officer of the institution, supporting / helping in the duties of the highest ranking officer of the institute.
- 03. Qualifications :**
External Applicants :
 Should have obtained a degree in Accountancy, Human Resources Development, Commerce, Financial Management, Business Administration, Public Administration or should have obtained any other degree in the subject field relevant to the post recognized by the University Grants Commission
 And
 Should have obtained at least one (01) year experience in the subject field relevant to the post after obtaining the degree.
Internal Applicants : (1 or 2 below)
 1. Should have fulfilled the above mentioned qualifications for the external applicants.
 2. Should have completed a satisfactory service period of at least five (05) years in a post relevant to “Junior Managerial “ JM Service Category
- 04. Age Limit :**
 Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.
- 05. Salary Scale :**
 This is a post approved as per the Recruitment and Promotions Procedure approved by the Director General of Management Services. Code No. and Monthly Salary Scale relevant to the Service Category From 01.01.2020
 MM 1-1 : Rs. (53,175 – 10 x 1,375 – 15 x 1,910 – 95,575)
 (Government approved allowances will be added)

Deputy Director (Operations)
(No. of vacancies – 01)

- 01. Service Category :**
 “Managerial”
- 02. General definition regarding duties entrusted to the posts in “Managerial” Service Category.**
 Naturally, policy implementation, giving commands and orders, management and decision making, part of the overall duties entrusted to the highest executive officer of the institution, supporting / helping in the duties of the highest ranking officer of the institute.
- 03. Qualifications :**
External Applicants :
 Should have obtained a degree in Accountancy, Human Resources Development, Commerce, Financial Management, Business Administration, Public Administration or should have obtained any other degree in the subject field relevant to the post recognized by the University Grants Commission
 And
 Should have obtained at least one (01) year experience in the subject field relevant to the post after obtaining the degree.
Internal Applicants : (1 or 2 below)
 1. Should have fulfilled the above mentioned qualifications for the external applicants.
 2. Should have completed a satisfactory service period of at least five (05) years in a post relevant to “Junior Managerial “ JM Service Category
- 04. Age Limit :**
 Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

- 05. Salary Scale :**
 This is a post approved as per the Recruitment and Promotions Procedure approved by the Director General of Management Services. Code No. and Monthly Salary Scale relevant to the Service Category From 01.01.2020
 MM 1-1 : Rs. (53,175 – 10 x 1,375 – 15 x 1,910 – 95,575)
 (Government approved allowances will be added)

Internal Audit Officer
(No. of vacancies – 01)

- 01. Service Category :**
 “Junior Managerial”
- 02. General definition regarding duties entrusted to the Service Category.**
 Being supplementary / supporting / helpful to duties of the Senior Manager and Manager grades of the institution and performing the duties in administration, personnel management and financial management entrusted by the officers in Senior Manager / Manager grades.
- 03. Qualifications :**
External Applicants :
 1. Should have obtained a degree in Accountancy, Finance, Business Administration, Commerce or should have obtained any other degree in the subject field relevant to the post recognized by the University Grants Commission
 2. Should have passed the intermediate examination of a reputed Chartered Professional Institute compatible to the subject field relevant to the post.
Internal Applicants : (1 or 2 below)
 1. Should have fulfilled the above mentioned qualifications for the external applicants.
 2. Should have completed a satisfactory service period of at least five (05) years in a post in the relevant field in Grade II of “Management Assistant – Non Technical “ (MA 1) Service Category
- 04. Age Limit :**
 Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.
- 05. Salary Scale :**
 This is a post approved as per the Recruitment and Promotions Procedure approved by the Director General of Management Services. Code No. and Monthly Salary Scale relevant to the Service Category From 01.01.2020
 JM 1-1 : Rs. (42,600 – 10 x 755 – 18 x 1,135 – 70,580)
 (Government approved allowances will be added)

Development Assistant
(No. of vacancies – 04)

- 01. Service Category :**
 “Associate Officers”
- 02. General definition regarding duties entrusted to the Service Category.**
 A service category that is entrusted with duties that requires a degree from a recognized university as a basic qualification and being helpful to duties of the Senior Manager and Manager grades of the institution to achieve the goals of the institution and helping in investigations, collection of information and data / analysis / supply, preparation of reports.
- 03. Qualifications :**
 1. Should have obtained a degree in Accounting, Marketing, Economics, Finance, Statistics, Human Resources Management, Public Administration, Commerce relevant to the subject field or should have obtained any other degree in the subject field relevant to the post recognized by the University Grants Commission
 2. Should have passed the intermediate examination of a reputed Chartered Professional Institute compatible to the subject field relevant to the post.
- 04. Age Limit :**
 Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

- 05. Salary Scale :**
 This is a post approved as per the Recruitment and Promotions Procedure approved by the Director General of Management Services. Code No. and Monthly Salary Scale relevant to the Service Category From 01.01.2020
 MA 3 : Rs. (32,200 – 10 x 445 – 11 x 660 – 10 x 730 – 5 x 750 – 54,960)
 (Government approved allowances will be added)

Note : There are vacancies for active field duties in the districts of Jaffna, Vavuniya / Mannar, Mullaitivu / Kilinochchi, Ampara, Kegalle.

Management Assistant
(No. of vacancies – 03)

- 01. Service Category :** Management Assistant (Non-Technical)
- 02. General definition regarding duties entrusted to the Service Category.**
 This service category is entrusted with non-technical duties and helping the duties of the executive level and administrative level officers. Employees of this service category should perform the duties entrusted by the competent authority for appointments among the duties of this category.
- 03. Qualifications:**
External Applicants :
Education
 (a) Should have passed in six (06) subjects in one sitting with credit passes for four (04) subjects including
 i. Sinhala / Tamil
 ii. Mathematics
 In the General Certificate of Education (Ordinary Level) Examination
 (b) Should have passed in at least three (03) subjects (except in General Common Test) at the General Certificate of Education (Advanced Level)
Internal Applicants :
 (a) Primary Grade - Non-skilled and the employees in qualifications mentioned in (b), (c) and (e) in skilled service category
 (b) Should have passed in six (06) subjects with credit passes for four (04) subjects including
 i. Sinhala / Tamil
 ii. Mathematics
 In the General Certificate of Education (Ordinary Level) Examination
 (c) Should hold a permanent post and should have been confirmed in the appointment.
 (e) Should have completed at least five (05) years of satisfactory service in a permanent post preceding the specified date.

- 04. Age Limit :**
 Should be not less than 18 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

- 05. Salary Scale :**
 This is a post approved as per the Recruitment and Promotions Procedure approved by the Director General of Management Services. Code No. and Monthly Salary Scale relevant to the Service Category From 01.01.2020
 MA 1-1 : Rs. (27,910 – 10 x 300 – 7 x 350 – 4 x 495 – 20 x 660 – 48,540)
 (Government approved allowances will be added)

Recruitment will be based on an interview.

- Service Conditions :**
 i. These posts are permanent and subject to 03 years of probation period.
 ii. Employees should contribute 8% of the salary to the Employees Provident Fund (EPF) and the employer will contribute 12% and 3% to the Employees Trust Fund (ETF).
 Applications should be forwarded by registered post addressed to the “Chief Executive Officer, Local Loans and Development Fund, No. 24/A, Ward Place, Colombo 07” to receive before 19.07.2024. Post applied for should be mentioned on the left hand top corner of the envelope containing the application.

Chairman
Local Loans and Development Fund