

EMPLOYEES' TRUST FUND BOARD

(Under the purview of Ministry of Finance, Planning and Economic Development)

VACANCIES

The Employees' Trust Fund Board formed by Parliament Act No. 46 of 1980 and functions under the Ministry of Finance, Planning and Economic Development provides social security for members. It is the second largest superannuation fund in the country. The fund base is over Rs.600 Billion and has 19 Regional Offices island wide. At present the contributing membership of the fund is approximately 2.8 million and covers 83,000 employers.

The Board wishes to recruit qualified and dynamic professionals who are citizens of the Sri Lanka to fill the following vacancies.

01.

Designation	Qualifications & Experience
General Manager (HM 2 -1) (1 vacancy)	External : A Degree recognized by UGC in the field of B.Sc (Accounting/ Finance)/B.Sc (Business / Public Admin) B.Com and Postgraduate Degree in Accounting/ Finance/ B.Com/ Public Administration or any other relevant field or Corporate Membership of a recognized professional institution in Management. and At least twenty (20) years' experience in Managerial Level out of which 05 years should be at Senior Managerial Level with a proven track record in a Corporation, Board or a reputed Mercantile Establishment after obtaining first Degree. Internal : 1. A minimum of three (03) years satisfactory service in a post of Additional General Manager in the Senior Manager Category (HM 2-1). and 2. A proven ability to lead and direct multi-disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

Salary Scale

HM 2-1 - Rs. 161,140/- + (4,850x12)= Rs. 219,340/-

(w.e.f. 01.01.2027)

(Initial Salary Point - Rs. 119,494/-(As at 2025/04/01)

Rs. 140,317/-(As at 2026/01/01)

Age Limit

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Other**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 and to serve in any part of the Island.
- iii. Should be of excellent moral character.

02.

Designation	Qualifications
Deputy General Manager (Internal Audit) (HM 1-3) <i>(1 vacancy)</i>	External : (1 or 2 below) 1. A Bachelor's Degree in Commerce /Accounting/ Finance or any other Degree in relevant field which is recognized by the U.G.C. WITH A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post. AND A minimum of fifteen (15) years' experience in Managerial Level in a Corporation/ Statutory Board or a Reputed Mercantile Establishment. 2. Full membership of a recognized professional Chartered Institution in the relevant field to the post. AND A minimum of fifteen (15) years' experience at a Managerial Level in a Corporation/ Statutory Board or a Reputed Mercantile Establishment. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum of three (03) years satisfactory service in a post in the 'Assistant General Manager (HM 1-1) in the subject area relevant to the post.

Salary Scale

HM (1-3) - Rs. 152,500/- + (4,100 X 15) =Rs. 214,000/-

(w.e.f. 01.01.2027)

(Initial Salary Point - Rs.113,556/-(As at 2025/04/01)

Rs.133,028/-(As at 2026/01/01)

Age Limit

Age should be not less than 35 years and not more than 55years. The upper age limit will not apply to the internal candidates.

Other**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 and to serve in any part of the Island.
- iii. Should be of excellent moral character.

03.

Designation	Qualifications
Assistant General Manger (Procurement) (HM 1-1) <i>(1 vacancy)</i>	External Candidates; A Bachelor's Degree in Financial Management/ Accounting/ Finance/ Logistic & Supply Chain Management/ B.Com/ Public Administration/ Business Administration or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. WITH A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post. AND Minimum of thirteen (13) years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution or reputed private institution. Internal Candidates; (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum three (03) years satisfactory service in a post in the Manager Category (MM 1-3) Grade I, in the subject area relevant to the post. WITH A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post.

Salary Scale

HM 1-1 - Rs. 140,640/- + (4,100 X 15) = Rs. 202,140/-

(w.e.f. 01.01.2027)

(Initial Salary Point - Rs.105,399/-(As at 2025/04/01)

Rs.123,019/-(As at 2026/01/01)

Age Limit

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Other**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 and to serve in any part of the Island.
- iii. Should be of excellent moral character.

04.

Designation	Qualifications
Manger (Procurement) (MM 1-3) <i>(1 vacancy)</i>	External A Bachelor's Degree in Financial Management/ Accounting/ Finance/ Logistic & Supply Chain Management/ B.Com/ Public Administration/ Business Administration or any other Degree in relevant to the subject area of the post which is recognized by the U.G.C. AND A minimum one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM 1-1) Category, in the subject area relevant to the post.

Salary Scale

(MM 1-3)- Rs. 96,650/- + (2480 X 10) + (3450 X 15) = Rs173,200/-

(w.e.f. 01.01.2027)

(Initial Salary Point - Rs.75,143/-(As at 2025/04/01)

Rs.85,896/-(As at 2026/01/01)

Age Limit

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other**Every applicant,**

- i. i. Should be a citizen of Sri Lanka.

- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

05.

Designation	Qualifications
Manager Finance (Claims Payment) (MM 1-3) <i>(1 vacancy)</i>	External : (1 or 2 below) 1. A Bachelor's Degree in Accounting/ Finance / Financial Management/Business Management or any Degree in relevant to the subject area of the post which is recognized by the U.G.C. AND A minimum one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree. 2. Having passed the Intermediate Examination of a recognized professional Chartered Institute of which the subject area is relevant to the post and a minimum one (01) year post qualifying experience in the relevant field to the post. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM 1-1) category, in the subject area relevant to the post.

Salary Scale

(MM 1-3)- Rs. 96,650/- + (2480 X 10) + (3450 X 15) = Rs173,200/-

(w.e.f. 01.01.2027)

(Initial Salary Point - Rs.75,143/-(As at 2025/04/01)

Rs.85,896/-(As at 2026/01/01)

Age Limit

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other

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 and to serve in any Part of the Island.
- iii. Should be of excellent moral character.

06.

Designation	Qualifications
Manager (Benefit Administration) (MM 1-3) (1 vacancy)	External: A Bachelor's Degree in Management/ B.Com/ Public Administration / Business Administration or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. AND A minimum one year post qualifying experience in the relevant field to the post, after obtaining the first Degree. Internal : (1 Or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM 1-1) category, in the subject area relevant to the post.

Salary Scale

(MM 1-3) - Rs. 96,650/- + (2480 X 10) + (3450 X 15) = Rs173,200/-

(w.e.f. 01.01.2027)

(Initial Salary Point - Rs.75,143/-(As at 2025/04/01)

Rs.85,896/-(As at 2026/01/01)

Age Limit

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. (ii) Should be physically and mentally fit to discharge the duties of the post well and to serve in any Part of the Island.
- iii. (iii) Should be of excellent moral character.

07.

Designation	Qualifications
Manger (Member Accounts) (MM 1-3) (1 vacancy)	External A Bachelor's Degree in Management/ B.Com/ Marketing Management/ Public Administration/ Business Administration or any other Degree in relevant to the subject area of the post which is recognized by the U.G.C. AND A minimum one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM 1-1) category, in the subject area relevant to the post.

Salary Scale

(MM 1-3)- Rs. 96,650/- + (2480 X 10) + (3450 X 15) = Rs173,200/-

(w.e.f. 01.01.2027)

(Initial Salary Point - Rs.75,143/-(As at 2025/04/01)

Rs.85,896/-(As at 2026/01/01)

Age Limit

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other

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 and to serve in any Part of the Island.
- iii. Should be of excellent moral character.

08.

Designation	Qualifications
Regional Manager (Gampaha) (MM 1-3) (1 vacancy)	External A Bachelor's Degree in Management/ B.Com/ Public Administration/ Business Administration or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. AND A minimum one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM 1-1) category, in the subject area relevant to the post.

Salary Scale

(MM 1-3)- Rs. 96,650/- + (2480 X 10) + (3450 X 15) = Rs173,200/-

(w.e.f. 01.01.2027)

(Initial Salary Point - Rs.75,143/-(As at 2025/04/01)

Rs.85,896/-(As at 2026/01/01)

Age Limit

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other

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 and to serve in any Part of the Island.
- iii. Should be of excellent moral character.

Designation	Qualifications
Regional Manager (Anuradhapura) (MM 1-3) <i>(1 vacancy)</i>	External A Bachelor's Degree in Management/ B.Com/ Public Administration/ Business Administration or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. AND A minimum one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM 1-1) category, in the subject area relevant to the post.

Salary Scale

(MM 1-3)- Rs. 96,650/- + (2480 X 10) + (3450 X 15) = Rs173,200/-

(w.e.f. 01.01.2027)

(Initial Salary Point - Rs.75,143/-(As at 2025/04/01)

Rs.85,896/-(As at 2026/01/01)

Age Limit

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other

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 and to serve in any Part of the Island.
- iii. Should be of excellent moral character.

Designation	Qualifications
Assistant Enforcement Officer (MA -4) <i>(4vacancies)</i> <i>Regional office Kandy</i> <i>Regional office Galle</i> <i>Regional Office Nuwara Eliya</i> <i>Regional Office Colombo 1-7</i>	External Candidates: A Bachelor's Degree in Business Management/ B.Com/ Public Administration/ Business Administration or any other Degree relevant to the subject area of the post which is recognized by the UGC. Internal Candidates : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum eight (08) years satisfactory service of a post in the Management Assistant-Non Technological (MA1-2) category in the subject area relevant to the post.

Salary Scale

(MA -4)- Rs. 64,320/- + (1360 X 10) + (1670 X 15) + (2040 X 5) = Rs113,170/-

(w.e.f. 01.01.2027)

(Initial Salary Point - Rs.52,875/-(As at 2025/04/01)

Rs.58,598/-(As at 2026/01/01)

Age Limit

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other

Every applicant,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well and to serve in any Part of the Island.
- Should be of excellent moral character.

11.

Designation	Qualifications
Assistant Administrative Officer (MA -4) (1 vacancy) (Member Accounts -Larger Category)	External Candidates: A Bachelor's Degree in Management/ Public Administration/ Business Administration/ Finance/ Accounting/ Human Resources Management or any other degree relevant to the subject area of the post which is recognized by the UGC. Internal Candidates : (1 or 2 or 3 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum eight (08) years satisfactory service of a post in the Management Assistant-Non Technological (MA1-2) category in the subject area relevant to the post. 3. Completion of minimum eight (08) years satisfactory service of a post in the Management Assistant – Technological (MA 2-2) category in the subject area relevant to the post.

Salary Scale

(MA -4)- Rs. 64,320/- + (1360 X 10) + (1670 X 15) + (2040 X 5) =Rs113,170/-

(w.e.f. 01.01.2027)

(Initial Salary Point - Rs.52,875/-(As at2025/04/01)

Rs.58,598/-(As at2026/01/01)

Age Limit

Age should be not less than 22years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other

Every applicant,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well and to serve in any Part of the Island.
- Should be of excellent moral character.

12.

Designation	Qualifications
Management Assistant (MA 1 -2) <i>(19 vacancies)</i> <i>(Head Office / All Island Regional Office)</i>	External a) Having passed the G.C.E (O/L) examination in six subjects in one sitting with credit passes for four subjects including, • Sinhala/ Tamil • Maths b) Having passed three subjects (other than the general paper) at the G.C.E. (A/L) examination. Internal Candidates: Employees of the categories of Primary Level – Skilled, Primary Level – Semiskilled and Primary Level – Unskilled who possess the following qualifications are eligible to apply. Educational Qualifications and Experience : Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including i. Sinhala/ Tamil ii. Maths Other : Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Salary Scale

(MA 1-2)- Rs. 46,220/- + (540X 10) + (630 X 7) + (1080 X 12) + (1280 X 12) = Rs84,350/-
(w.e.f. 01.01.2027)

(Initial Salary Point - Rs.40,403/-(As at2025/04/01)

Rs.43,312/-(As at2026/01/01)

Age Limit

Age should be not less than 18years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other

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 and to serve in any Part of the Island.
- iii. Should be of excellent moral character.

13.

Designation	Qualifications
Driver (PL - 3) (1 vacancy)	Educational : Having passed six (06) subjects in G.C.E (O/L) examination, at least with two (02) credit passes in maximum of two sittings. AND Having obtained the license issued by the Commissioner General, Department of Motor traffic to drive heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license at a reputed establishment. Internal: Having obtained the license issued by the Commissioner General, Department of Motor traffic to drive heavy vehicles and a minimum of three year experience in driving after obtaining the driving license. AND Completion of minimum five (05) years satisfactory service in a post in the category of primary Semi skilled (PL2) or primary Unskilled (PL- 1)

Salary Scale

(PL - 3) - Rs. 43,280/- + (490X 10) + (540 X 10) + (590 X 10) + (630 X 12) = Rs.67,040/-

(w.e.f. 01.01.2027)

(Initial Salary Point - Rs.38,387/-(As at 2025/04/01)

Rs.40,834/-(As at 2026/01/01)

Age Limit

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other

Every applicant,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well and to serve in any Part of the Island.
- Should be of excellent moral character.

14.

Designation	Qualifications
Circuit Bungalow keeper (Anuradhapura) (PL - 2) (1 vacancy)	External Candidates : An employee category comprising persons possessing industrial skills classified under National Vocational Qualifications of level 2 or level 3, and performing duties relating to providing of basic facilities such as construction, maintenance, repairs etc., required for the implementation of the role and functions cor.ferred upon the organization.

Salary Scale

(PL - 3) - Rs. 42,300/- + (490X 10) + (540 X 10) + (590 X 10) + (630 X 12) = Rs.66,060/-

(w.e.f. 01.01.2027)

(InitialSalary Point - Rs.37,715/-(As at2025/04/01)

Rs.40,008/-(As at2026/01/01)

Age Limit

Age should be not less than 18years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other

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 and to serve in any Part of the Island.
- iii. Should be of excellent moral character.

Selection Criteria : Structural Interview

Other Benefit for the above posts

According to the circulars,

- Loan Facilities
- Annual bonus subject to Treasury approval
- Medical Insurance

The selected candidates are entitled to the Government approved cost of living allowance and other fringe benefits enjoyed by state organizations of similar status.

Attached application containing brief Bio-Data with copies of the Certificates and names and contact details of two non-related referees should be sent under registered cover marking the post on the top left hand corner of the envelope to reach the undersigned on or before **24.11.2025** applications from employees in Govt. Departments, Corporations, and Boards etc. should be forwarded through the Heads of such institutions, indicating whether the applicant can be released if selected.

Incomplete or ineligible applications will be rejected without further notice.



**Chairman/CEO
Employees' Trust Fund Board
P.O.Box. 807, 'MehewaraPiyasa'
Narahenpita, Colombo 5.**