



SRI LANKA MEDICAL COUNCIL (SLMC)

VACANCY

Applications are invited from citizens of Sri Lanka for the following post at SLMC.

Post of Legal Stenographer in Legal Unit on Assignment Basis

Required Qualifications and experience

1. G.C.E.(O/L) six subjects with Credit passes for Sinhala Language/Tamil Language, English Language and Mathematics.
2. G.C.E (A/L) 3 Passes in one sitting.
3. Excellent communication skills in English & Sinhala/Tamil.
4. Should be energetic, self-motivated and should have professional attitudes.
5. Computer Literacy.
6. Stenographer with experience of 03 years who is competent in both Sinhala and English.
7. Experience in litigation stenography and shorthand in both languages will be an added qualification.

Job description

All stenography work, attending court proceedings and related issues, handover all relevant court documents to respective counsel. Detailed TOR shall be handed over when assuming duties.

Method of Selection

Interview.

Age Limit

Age not less than 18 years and not more than 35 years of age as at 06-02.2022 for the above vacancy.

Remuneration

Attractive Remuneration will be offered for the selected applicant and will be decided at the interview.

Conditions of Assignment

The initial appointment shall be for one (01) year with the possibility to be extended annually for a maximum of three (03) years. The first year shall be on probation.

Interested applicants, along with a brief curriculum vitae with details of two non-related referees and photocopies of relevant certificates in proof of qualifications to be sent via Registered Post to reach the Registrar, Sri Lanka Medical Council on or before 18th February 2022.

Please mention "Post of Legal Stenographer" on the left corner of the envelope.

Dr. Ananda Hapugoda,
Registrar,
Sri Lanka Medical Council,
No. 31, Norris Canal Road,
Colombo 10.

06-02-2022



SRI LANKA MEDICAL COUNCIL (SLMC)

VACANCY

Applications are invited from citizens of Sri Lanka for the following post at SLMC.

Post of Receptionist on Assignment Basis

Required Qualifications and experience:

1. G.C.E.(O/L) six subjects with Credit passes for Sinhala Language/Tamil Language, English Language and Mathematics.
2. G.C.E (A/L) 3 Passes in one sitting.
3. Excellent communication skills in English & Sinhala/Tamil.
4. Experience in a similar capacity would be an added advantage.
5. Should be energetic, self-motivated and should have professional attitudes.
6. Computer Literacy.

Job description

Directing visitors to the appropriate staff member or the units. Answering, screening, and forwarding incoming phone calls to the relevant staff member or the units. Detailed TOR shall be handed over when assuming duties.

Method of Selection

Interview.

Age Limit

Age not less than 18 years and not more than 35 years of age as at 06-02.2022 for the above vacancy.

Remuneration

Negotiable and shall be decided at the interview.

Conditions of Assignment

The initial appointment shall be for one (01) year with the possibility to be extended annually for a maximum of three (03) years. The first year shall be on probation.

Interested applicants, along with a brief curriculum vitae with details of two non-related referees and photocopies of relevant certificates in proof of qualifications to be sent via Registered Post to reach the Registrar, Sri Lanka Medical Council on or before 18th February 2022.

Please mention "Post of Receptionist" on the left corner of the envelope.

Dr. Ananda Hapugoda,
Registrar,
Sri Lanka Medical Council,
No. 31, Norris Canal Road,
Colombo 10.

06-02-2022.



SRI LANKA MEDICAL COUNCIL (SLMC)

VACANCY

Applications are invited from citizens of Sri Lanka for the following post at SLMC.

Post of Office Assistant on Assignment Basis

Required Qualifications and experience

1. Should have passed G.C.E. (O/L) Examination in 06 subjects with passes in Sinhala/Tamil Language and English Language.
2. Previous work experience in a similar role would be an added advantage.
3. Candidates with knowledge of electrical systems will be given preference.

Job description

Responsible for assisting in administrative duties such as document filing, working as a messenger, attending to electrical faults, replacement of defective bulbs, replacement of defective plugs and plug bases etc. in the Assigned Unit. Detailed TOR shall be handed over when assuming duties.

Method of Selection

Interview.

Age Limit

Age not less than 18 years and not more than 35 years of age as at 06.02.2022 for the above vacancy.

Remuneration

Negotiable and decided at the interview.

Conditions of Assignment

The initial appointment shall be for one (01) year with the possibility to be extended annually for a maximum of three (03) years. The first year shall be on probation.

Interested applicants, along with a brief curriculum vitae with details of two non-related referees and photocopies of relevant certificates in proof of qualifications to be sent via Registered Post to reach the Registrar, Sri Lanka Medical Council on or before 18th February 2022.

Please mention "Office Assistant" on the left corner of the envelope.

Dr. Ananda Hapugoda,
Registrar,
Sri Lanka Medical Council,
No. 31, Norris Canal Road,
Colombo 10.

06-02-2022.