



# State Pharmaceuticals Corporation of Sri Lanka

## VACANCIES

State Pharmaceuticals Corporation is the sole importer of pharmaceuticals and medical devices for the government hospitals and the leading importer and distributor of pharmaceuticals for the private sector in Sri Lanka.

Applications are invited from suitably qualified Sri Lankan citizens to fill the following vacancies:

### 1) PERSONAL SECRETARY (JM 1.1 - GRADE II)

#### Qualifications

1. Having obtained a Bachelor's degree in a relevant field for the post which is recognized by the University Grants Commission.

OR

2. Having obtained a Diploma / Higher Diploma (Course duration should not be less than one (1) year) in a relevant field for the post with five (05) years' experience in a field relevant to the post.

**Salary Scale** : Rs. 42,600/-, 755/- x 10, 1135/- x 18 - 70,580/-  
(Approximate monthly remuneration will be around Rs. 97,780/-)

**Age limit** : Should not be less than 22 years and not more than 45 years. The upper age limit will not be applicable to Internal Candidates.

### 2) MANAGEMENT ASSISTANT (PHARMACIST) (MA 2.1 - GRADE III)

#### Vocational Qualifications

a) Certificate of Registration as a Pharmacist awarded by the Sri Lanka Medical Council, not below the N.V.Q. Level 5, with a minimum of 01 year post qualifying experience in dispensing at a registered Pharmacy of a Public / Corporation / Board / Reputed Mercantile Establishment.

And

b) Computer Literacy

**Salary Scale** : Rs. 30,310/-, 300/- x 10, 350/- x 7, 495/- x 4, 660/- x 20 - 50,940/-  
(Approximate monthly remuneration will be around Rs. 77,216/-)

**Age limit** : Should not be less than 18 years and not more than 45 years. The upper age limit will not be applicable to Internal Candidates.

The selected candidates will be entitled to an attractive range of fringe benefits including a monthly attendance incentive, encashment of unutilized sick leave, annual bonus, profit sharing incentive, welfare benefits, medical benefits and medical insurance scheme for the employee and the family for hospitalization.

Applications should be with full bio-data including age, qualifications, training, work experience, present position, salary point and scale, previous positions held, dates of joining and leaving the previous employers, together with copies of certificates and names with addresses of two non related referees.

**Please note that the applications without copies of the relevant certificates will be rejected.**

Applications from employees of Public Sector Organizations should be forwarded through the respective Heads of Institutions.

Envelopes enclosing applications should mark the post applied for on the top left hand corner and should be sent under registered cover on or before **18.01.2023** to reach,

**Deputy General Manager (HR & Administration)**

**State Pharmaceuticals Corporation of Sri Lanka**

**"Mehewara Piyasa", 16<sup>th</sup> Floor,**

**41, Kirula Road**

**Colombo 05.**

**Tel. 011 2320356/9**