

Ministry of Health, Nutrition and Indigenous Medicine
National Medicines Regulatory Authority

Vacancies

Applications are hereby invited from qualified and eligible citizens of Sri Lanka for the following post lying vacant in the National Medicines Regulatory Authority.

1. Management Assistant (Non-Technical)

Qualifications :

- (a) Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects with 04 (four) credit passes including
- (i) Sinhala/Tamil
 - (ii) Mathematics
 - (iii) English Language in one and same sitting
- (b) Having passed the General Certificate of Education (Advanced Level) Examination in minimum of three (03) subjects (excluding the Common General Test)
- (c) Other qualifications specific for the post

Having followed a course on Computer Word Processing / Typesetting, recognized by the Tertiary and Vocational Education Commission (TVEC) or any other equivalent qualifications of competency of similar level

Age : Should be not less than 18 years and not more than 45 years.

Salary Scale relevant to the post :

MA 1-1-2016, Rs. (27,910 - 10x300 - 7x350 - 4x495 - 20x660 - 48,540) as per the Management Circular 02/2016. Salary step specified for as at 01.01.2016 of the salary scale: Rs. 16,342/= and approved allowances.

Method of Recruitment :

By a structured interview from shortlisted applicants selected and of persons having met the above requirements of qualifications and/or by a written test.

Applicants from Public Sector or semi-Govt. Sector employees should send their applications through the respective Heads of their Institutions / Departments.

Self prepared applications marked "**Post of Management Assistant**" on the top left-hand corner of the envelope should be sent by Registered Post, addressed to the Chief Executive Officer, National Medicines Regulatory Authority, No. 120, Norris Canal Road, Colombo 10, to be received on or before 30.11.2016.

**Chairman,
National Medicines Regulatory Authority.**