



**VACANCIES**

We are looking for qualified, dynamic, self-motivated, career ambitious, team players to join SPMC to fill the following vacancies.

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.

**1. POST OF MANAGER PRODUCTION (MM 1-1 – GRADE II)**

**Qualifications: External Candidates**

- (a) (i) First Degree in Natural Sciences, Pharmacy or Engineering from a University recognized by the University Grants Commission,  
**Or**  
(ii) Any other equivalent Bachelors' Degree of a University/Institution recognized by the University Grants Commission,  
**And**

- (b) Computer Literacy,  
**And**

- (c) Minimum of 05 years post qualifying experience relevant to the field of Production of Pharmaceuticals.

**Qualifications: Internal Candidates**

1. Having obtained the qualifications required by the external candidates  
**Or**
2. Completion of minimum 5 years satisfactory service in a post in the Junior Manager Category (JM 1-1) in the subject area relevant to the post  
**• Salary Scale : MM 1-1- 2016- Rs.53,175/= - 10 x 1,375/= - 15 x 1,910/= - 95,575/=**

In addition to the above salaries, government approved allowances are also paid.

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

- **Method of Recruitment:** Written competitive examination and structured interview.

**2. POST OF CHEMIST – JM-1-1 GRADE II**

**Qualifications - External Candidates**

- (a) B.Sc General Degree including the subject of Chemistry or B.Sc Special Degree in Chemistry or Pharmacy or equivalent qualifications of a University recognized by the University Grants Commission.  
**And**
- (b) One year post qualifying experience in the field of Formulation / Production of Pharmaceuticals in a government Department / Corporation / Board / Statutory Board or a reputed Mercantile Establishment.

**Note :** Background in Analytical Chemistry and Computer literacy will be considered as an added Qualification.

**3. POST OF INTERNAL AUDIT OFFICER JM-1-1 GRADE II**

**Qualifications - External Candidates**

- (a) (i) Bachelors' Degree in Commerce or Accountancy or Business Administration or equivalent qualifications of a University recognized by the University Grants Commission.  
**Or**  
(ii) Intermediate Level of Institute of Chartered Accountants of Sri Lanka (ICASL) or Chartered Institute of Management Accountants (CIMA) or Association of Certified and Corporate Accountants (ACCA) or equivalent qualifications of an Institution recognized by a professional body.  
**Or**  
(iii) Higher National Diploma in Accountancy of a Government Technical College.  
**And**

- (b) Computer Literacy,  
**And**

- (c) One year post qualifying experience in the field of Auditing or Accounting of a Government Department/ Corporation / Board / Statutory Board or a reputed Mercantile Establishment.

**4. POST OF PHARMACEUTICAL TECHNOLOGIST (PLANNING & PROCUREMENT)– JM-1-1 GRADE II**

**Qualifications - External Candidates**

- (a) Bachelors' Degree in Science from a University recognized by the University Grants Commission,  
**And**
- (b) One year Certificate Course in Supplies and Materials Management or a recognized Institution,  
**And**
- (c) Computer Literacy,  
**And**
- (d) One year post qualifying experience in local /foreign supplies of a Government Department / Corporation /Board / Statutory Board or a reputed Mercantile Establishment.

**5. POST OF PERSONAL SECRETARY - JM-1-1 GRADE II**

**Qualifications - External Candidates**

- (a) The Certificate of "Chartered Secretary" of Chartered Institute of Secretaries,  
**And**
- (b) Should have typing speed of 40 w.p.m. and shorthand speed 80 w.p.m.,  
**And**
- (c) Computer Literacy,  
**And**
- (d) Minimum of 10 years post qualifying experience in the field of secretarial work in a Government Department /

Corporation / Board / Statutory Board or a reputed Mercantile Establishment.

**Internal Candidates (for post 2, 3, 4 & 5)**

1. **Having obtained the qualifications required by the external candidates above.**
2. **Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant -Technological' (MA 2) Grade II, in the subject area relevant to the post.**  
**• Salary Scale : JM1-1- 2016 - Rs. 42,600/= - 10 x 755 - 18 x 1135 - 70,580/=**  
**• 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 applicants.  
**• Method of Recruitment:** Written competitive examination and structured interview.

**6. POST OF STORE KEEPER ( MA-2-1 GRADE III)**

**Qualifications: External Candidates**

**(a) Educational:**

- (i) Passes in 06 subjects with 04 credits including Sinhala/Tamil, English, Mathematics and Science at the GCE (O/L) Examination, in one sitting.  
**And**

- (ii) Passes in 02 subjects in science stream, (other than the General Paper) at the GCE (A/L) Examination. (New Syllabus)  
**Or**

- Passes in 02 subjects in science stream at the GCE (A/L) Examination (Old Syllabus)  
**And**

- (iii) Computer Literacy.  
**And**

- (b) Minimum of one year post qualifying experience in a Public Corporation / Board or Reputed Mercantile Establishment.  
**And**

**(c) Vocational :**

- Diploma in Purchasing or Inventory Management not below the NVQ - Level 5

**7. POST OF QUALITY CONTROL ASSISTANT (MA -2-1 – GRADE III)**

**Qualifications : External Candidates**

**(a) Educational / Vocational:**

- (i) Passes in 06 subjects with 04 credits including Sinhala/Tamil, Science, English and Mathematics at the G.C.E (O/L) Examination, in one sitting.  
**And**

- (ii) Passes in 03 science subjects with 2 credits (other than the general paper) including a credit pass in Chemistry at the GCE (A/L) Examination. (New Syllabus)  
**Or**

- Passes in 03 science subjects with 2 credits including a credit pass in Chemistry at the G.C.E (A/L) Examination. (Old Syllabus)  
**And**

- (iii) Computer Literacy will be considered as an added qualification.  
**And**

- (iv) Two (2) years experience in a reputed pharmaceutical manufacturing organization.

- (b) **Recruitment of Trainees -** Recruiting as trainees with above (i), (ii) & (iii).

Completing 1 ½ years in house training period (which is equivalent to NVQ - Level 5) as a Trainee Quality Control Assistant in the SPMC and passing the written test are prerequisites to absorb into the permanent cadre as Quality Control Assistant.

- (c) During the training period they will be paid an allowance.

**8. POST OF TECHNICAL ASSISTANT - FORMULATION CUM RESEARCH & DEVELOPMENT. (MA -2-1 – GRADE III)**

**Qualifications :External Candidates**

**(a) Educational / Vocational**

- (i) Passes in 06 subjects with 04 credits including Sinhala/Tamil, English, Mathematics and Science at the G.C.E (O/L) examination, in one sitting.  
**And**

- (ii) Passes in 03 science subjects with 2 credits (other than the general paper) including a credit pass in Chemistry at the GCE (A/L) Examination (New Syllabus).  
**Or**

- Passes in 03 science subjects with 2 credits including a credit pass in Chemistry at the G.C.E (A/L) Examination (Old Syllabus).  
**And**

- (iii) Computer Literacy will be considered as an added qualification.  
**And**

- (iv) Three (3) years Analytical Experience in reputed Laboratory

- (b) **Recruitment of Trainees -** Recruiting as trainees with above (i), (ii) & (iii).

Completing 1 ½ years in house training period (which is equivalent to NVQ - Level 5) as a Trainee Technical Assistant (FD&R) in the SPMC and passing the written test are prerequisites to absorb into the permanent cadre as Technical Assistant - Formulation cum Research & Development.

- (c) During the training period, they will be paid an allowance.

**9. POST OF MAINTENANCE TECHNICIAN - (Electrical/Mechanical & Air-condition) (MA -2-1 – GRADE III)**

**Qualifications: External Candidates**

**(a) Educational / Vocational**

- (i) Diploma Course on Mechatronics conducted by Technical Colleges (which is equivalent to NVQ - Level 5 ) in the relevant field.  
**And**

Minimum of one (01) year post qualifying experience in a public Corporation, Board or reputed Mercantile Establishment.  
**Or**

- (ii) Successfully completed the four (04) years course in the relevant field conducted by the Ceylon German Technical Training Institute.  
**And**

Minimum of two (02) years post qualifying experience in a public Corporation, Board or reputed Mercantile Establishment.

**Qualifications: Internal Candidates for the Post (6) to (9)**

Being an employee of the SPMC in the Primary Level-Unskilled, Semi Skilled, Skilled categories, having passed G.C.E. O/L examination, six subjects with credit passes for four subjects including Sinhala/Tamil, Maths, Science and English in not more than two sittings and vocational qualifications with 05 years satisfactory continuous service in a permanent post subject to obtain relevant experience.

**General conditions for the above Post for the Post (6) to (9)**

- **Salary Scale :** MA 2-1-2016 : Rs.30,310/= - 10x300 - 7x350 - 4x495 - 20x660 - 50,940/=

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

- **Method of Recruitment :** Written competitive examination and structured interview

**Fringe Benefits:**

- Attendance & performance incentive.
- Encashment of unutilized annual and sick leave.
- Provide Medical insurance scheme and Medical reimbursement scheme.
- The Corporation will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10%.
- The Corporation will also contribute 3% of the salary towards the ETF.
- Gratuity will be paid in accordance with the Gratuity Act No. 12 of 1983 and MSD circular.
- Other Fringe Benefits

**10. POST OF PROJECT SECRETARY (Contract Basis for 03 years)**

We are finding a Proactive, Mature, take initiative and well organized person able to work fast under pressure, with an attention to all details highly resourceful, ability to multi-task and work independently as well as in a team for the post of Project Secretary, has to be responsible to the Project team for all matters relating to SPMC construction Project for new manufacturing plant in Horana, Millewa.

**Main Duties of the Project Secretary :**

- Maintain all the documentation securely
- Preparation of letters, documents and other related Correspondence
- Assist Project Co-ordinator to carry out tasks given by the Project Management Committee and Steering Committee
- According to the requirements of SPMC, additional tasks will be assigned

**Qualifications:**

- 1 Pass GCE (A/L) Examination or Diploma in Business Administration, with certifications in secretarial studies
- 2 Fluent in English Language, good written and verbal communications, especially in preparing the minutes of the meetings (office and field)
- 3 Professional and pleasant personality with inter-personal skills
- 4 Minimum of two years experience in a project secretarial role
- 5 Proficient in MS Office applications (Excel, Word and Power Point)

**Salary : Rs. 60,000/= Per month**

**Method of Recruitment :** Structured interview.

**Fringe Benefits for the post of Project Secretary :**

- The Corporation will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10%.
- The Corporation will also contribute 3% of the salary towards the ETF.
- Other Fringe Benefits

**General Instructions:**

- Application using the prescribed form should be forwarded with names, addresses and contact details of two non-related referees. Certified copies of all Educational Certificates should be enclosed along with the application. Application form could be downloaded from the official Website of the State Pharmaceuticals Manufacturing Corporation <http://www.spmc.lanka.lk>
- Applications from employees in Government Departments and Statutory Bodies should be forwarded through their Heads of Institutions who should certify whether the applicant could be released to take up appointment, if selected.
- The post applied for should be written on the top left hand corner of the envelope which contain the application should be sent to the following address by registered Post within 10 days of this advertisement.
- The applications not complying the above requirements will be rejected.

**Chairman  
State Pharmaceuticals Manufacturing Corporation  
No. 11, Sir John Kotelawala Mawatha  
Kandawala Estate - Ratmalana.**