

NATIONAL MEDICINES REGULATORY AUTHORITY

Vacancies

Applications are invited from qualified citizens of Sri Lanka for the following posts at National Medicines Regulatory Authority, (NMRA), Sri Lanka.

These posts are permanent and entitled for the contributions to the Employees' Provident Fund (EPF). Transfers will not be applicable.

1. Post of Director (Human Resources) : (01 Post)

Qualifications:

For External Applicants

Should have obtained a degree in Management/ Development/ Social Science recognized by the University Grants Commission

With

A postgraduate degree in Management/ Development/ Social Science

And

At least fifteen (15) years service experience at managerial capacity in the field of Human Resource Management in government/ semi government or reputed private institution.

For Internal Applicants

Should have fulfilled the qualifications for the external applicants mentioned above

Or

At least five (05) years satisfactory service experience in a Grade I post in managerial level (MM) related to the Human Resources field.

Age: Should be not less than 35 years and not more than 55 years. The age limit does not apply to the internal applicants.

Salary Scale: Salary scale as per the Management Services Circular No. 02/2016 for category HM 1-1 2016 Rs. (80,295 -15 X 2,270 -114,345/-) and the salary entitled as at 01.01.2020 is Rs. 80,295/- and other approved allowances.

Method of Recruitment: Through a structured interview conducted by a Board of Interviewers appointed by the Competent Authority.

2. Post of Internal Auditor: (01 Post)

The vacancy advertisement and the correction notice published on 06.06.2021 and 10.06.2021 respectively have been cancelled. Therefore, the applicants who have applied previously for this post should re-apply.

Qualifications:

For External Applicants

Should have obtained a degree in Management/ Accountancy/ Commerce field recognized by the University Grants Commission

Or

Should have passed the Intermediate Examination of a recognized Chartered Professional Institute compatible to the subject field relevant to the post

And

Should have at least one (01) year experience in the relevant field in Government, Government Corporation, Government Board or an acceptable statutory board after obtaining above qualifications.

For Internal Applicants

Should have fulfilled the qualifications for the external applicants mentioned above.

Age: Should be not less than 22 years and not more than 45 years. The age limit will not apply to the internal applicants.

Salary Scale: Salary scale as per the Management Services Circular No. 02/2016 for category MM 1-1 Rs. (53,175 -10 X 1,375 - 15X1,910 -95,575/-) and the salary entitled as at 01.01.2020 is Rs. 53,175/- and other approved allowances.

Method of Recruitment: Through an Open Competitive Examination and/or a structured interview conducted by a Board of Interviewers appointed by the Competent Authority.

Others:

Every Applicant,

- Should be a Citizen of Sri Lanka
- Should be physically and mentally fit to perform the duties entrusted to the post
- Should have an excellent moral character
- Should have fulfilled the basic qualifications needed to the above posts, as at the closing date of the application.
 - Applicants serving in government or semi government institutions should forward their applications through their respective Heads of Institutions.
 - National Medicines Regulatory Authority is established at the following address and no other branches.

Duly filled applications should either be sent by email to cv@nmra.gov.lk or by registered post addressed to "Chief Executive Officer, National Medicines Regulatory Authority, No.120, Norris Canal Road, Colombo 10" to reach on or before 13.11.2021 and the post applying should be mentioned on the top left-hand corner of the envelope containing the application or on the subject line of the email.

Chairman

National Medicines Regulatory Authority

NATIONAL MEDICINES REGULATORY AUTHORITY

Application for the post of

1. Personal Information :

- Full Name :-
- Name with initials:-
- Gender:-
- Date of Birth:-
- Age:- Years: Months: Days:
- National Identity Card No.:-
- Telephone No :- Fixed: Mobile :
- Email address:-
- Address:-
- District :-

2. Medium of sitting of Examination:-

3. Educational Qualifications: (Mention from the highest qualification achieved)

No.	Qualification	University/ Institute	Completed date/ Effective date	Subject/Grade
01				
02				

4. Professional Qualifications:

No.	Qualification	University/ Institute	Completed date/ Effective date	Subject/Grade
01				
02				

5. Experience: (Mention from the current occupation)

No.	Designation	Institution	Duration
01			
02			

6. Names, Telephone Numbers and Addresses of two non-related referees:

7. Declaration of the applicant:

I hereby declare that the information mentioned above is true and correct to the best of my knowledge and belief.

Date:
(Signature of the applicant)

8. Attestation of the head of the institution for the applicants who are in government, Semi government institutions:

I hereby certify that Mr./Mrs./Miss is working in the post of as a Permanent/ Temporary/ Casual employee of this institution and he/she can be released from service if he/she is selected for this post.

Date:
Signature of the Head of the Institute
(Official Stamp)

Note:-

Duly filled applications according to the given format with the copies of the relevant educational and professional qualifications should be submitted. If, the application is not in order or incomplete application or the applicants those who have not fulfill the basic qualifications needed for the post applied as at the closing date of the application will be rejected.