



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). ADMINISTRATIVE OFFICER (ADMINISTRATION) (JM 1.1) GRADE II

Qualifications :

- (i) Bachelor's Degree or BSc Special Degree in Human Resources Management of a University recognized by the University Grants Commission,
Or
(ii) Any other equivalent Degree of a University/ Institution recognized by the University Grants Commission,
And
- Computer Literacy
And
- Minimum of one year post qualifying experience in the field of Human Resources/ Administration of a Public/ Corporation/Board/ Statutory Body/ Reputed Mercantile Establishment.

❖ **Applicants those who are having mechanical knowledge in Motor Vehicles will be treated as added eligibility**

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 18 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 Qualification

- 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
- 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.

3). MANAGEMENT ASSISTANT (WHARF CLERICAL) (MA 1.1) GRADE III

Educational & Vocational Qualifications:

- Passes in 06 subjects with 04 credits including Sinhala/Tamil, English, Mathematics & 01 other subject at the G.C.E. (O/L) Examination, in not more than two sittings,
And
- (i) Passes in at least 02 subjects (Other than the General Paper) at the G.C.E. (A/L) Examination (New Syllabus),
Or
(ii) Passes in 03 subjects at the G.C.E. (A/L) Examination (Old Syllabus),
And
- Certificate in Customs House Clearance Agent issued by the Department of Customs,
And
- Computer Literacy

Salary Scale : Rs. 27,910/- 300/- x 10, 350/- x 7, 495/- x 4, 660/- x 20 - 48,540/-
(Approximate monthly remuneration will be around Rs. 73,200/-)

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.

4). MANAGEMENT ASSISTANT (STORE KEEPER) (MA 1.1) GRADE III

Qualifications:

- Passes in 06 subjects with 04 credits including Sinhala/Tamil, English, Mathematics & 01 other subject at the G.C.E. (O/L) Examination in not more than two sittings,
And
- (i) Passes in at least 02 subjects (Other than the General Paper) at the G.C.E. (A/L) Examination (New Syllabus),
Or
(ii) Passes in 03 subjects at the G.C.E. (A/L) Examination (Old Syllabus),
And
- Computer Literacy
And
- Three years post qualifying experience as a Store Keeper of a Public/ Corporation/ Board/ reputed Mercantile establishment.

Salary Scale : Rs. 27,910/- 300/- x 10, 350/- x 7, 495/- x 4, 660/- x 20 - 48,540/-
(Approximate monthly remuneration will be around Rs. 73,200/-)

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.

5). MANAGEMENT ASSISTANT (STENO/TYPIST - ENGLISH) (MA 1.1) GRADE III

- Passes in 06 subjects with 04 credits including Sinhala/Tamil/ English, Mathematics and 02 other subjects at the GCE (O/L) Examination, in not more than two sittings,
And
- (i) Passes in at least 02 subjects (other than the General paper) at the GCE (A/L) Examination (New Syllabus),
Or
(ii) Passes in 03 subjects at the GCE (A/L) Examination - (Old Syllabus),
And
- Should have a typing speed of 40 w.p.m. and shorthand speed of 70 w.p.m. in English,
And
- Computer Literacy

Salary Scale : Rs. 21,970/- 240/- x 10, 280/- x 7, 390/- x 4, 530/- x 20 - 38,490/-
(Approximate monthly remuneration will be around Rs. 53,659/-)

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.

Fringe Benefits:

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, social 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 be marked with the post applied for on the top left-hand corner** and should be sent under registered cover on or before **05.01.2022** to reach,

Deputy General Manager - Human Resources & Administration

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Colombo 05.

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