

National Medicines Regulatory Authority

POSITIONS VACANT

Applications will be received from qualified Sri Lankans for the position existing vacant as stated below, at the National Medicines Regulatory Authority.

The post is permanent and entitled to Employees Provident Fund and Employees Trust Fund benefits. As the National Medicines Regulatory Authority is functioning only in Colombo and has no branch offices, there will be no transfers.

MANAGEMENT ASSISTANT (Non-Technical)

Qualifications:

External Applicants

Educational:

- Should have passed G.C.E. (O/L) Examination in six (06) subjects in one sitting with four (04) credit passes including subjects:
 - Sinhala / Tamil
 - Mathematics
 - English Language
- Should have passed G.C.E. (A/L) Examination in three subjects (except the common general test)
- Other required qualifications specially relevant to the post.
Should have followed a course recognized by the Tertiary & Vocational Education Commission for not less than 06 months duration in computer word processing / typewriting or obtained an equivalent level competency.

Internal Applicants:

- Employees in Primary Grade - non-skilled, semi skilled and skilled service category and having qualifications stated in "b", "c" and "d" below can apply.
- Should have passed G.C.E. (O/Level) Examination in six (06) subjects with four (04) Credit Passes including subjects:
 - Sinhala / Tamil
 - Mathematics
 - English Language
Should have followed a course recognized by the Tertiary & Vocational Education Commission for not less than six (06) months duration in Computer Word Processing / Typesetting or obtained an equivalent level competency.
- Should have held permanent posts and have made permanent in such posts.
- Should have completed at least 05 years of continuous satisfactory service period in a permanent post immediately prior to the specified date.

Age: Should be not below 18 years and not above 45 years.

Internal applicants are not affected by the maximum age limit.

Salary Step relevant to the post:

As per the Management Services Circular No. 02/2016

MA 1-1-2016 (27,910 - 10x300 - 7x350 - 4x495 - 20x660 - 48,540)

The commencing salary step of the Salary Scale will be **Rs. 27,910/=** and approved allowances.

Method of Recruitment:

Recruited on the results of a written competitive test and/or a structural interview conducted by a Board appointed by the Appointing Authority.

Syllabus for the written competitive test

- Language Competency
- Aptitude Test and General Knowledge
- Computer Test

Other Facts:

Every applicant should :

- Be a Sri Lankan citizen
 - Possess an excellent physical and mental fitness so as to effectively discharge the duties entrusted to the post and to work in any part of the island
 - Possess an excellent character
- Applicants from state and semi Government institutions should forward their applications through the respective heads of institutions.
 - Every applicant applying for this post should deposit an amount of **Rs. 1,000/= to the A/c No. 78088835** of the National Medicines Regulatory Authority at the Regent Street Branch of the Bank of Ceylon and the receipt thus received should be affixed securely on the application.

Accurately completed applications should be sent addressed to Chief Executive Officer, National Medicines Regulatory Authority, State Engineering Corporation Building, 02nd Floor, No. 130, W.A.D. Ramanayake Mawatha, Colombo 02 by registered post to be received on or before **14.08.2024** and the cover containing the application should be marked the post applied for at the left side top corner.

**Chairman,
National Medicines Regulatory Authority**

National Medicines Regulatory Authority Application for the Post of MANAGEMENT ASSISTANT

1) Personal Details :

- Name in full :
- Name with initials :
- Sex :
- Date of Birth :
- Age : Years : Months : Days :
- National Identity Card No.
- Telephone No. Fixed : Mobile :
- Email Address :
- Address :
- Residing District :

2) Medium sitting for the Examination:

3) Educational qualifications : (mention from the highest qualification downwards)

S/No.	Qualification	University / Institute	Date of Completion / Validity Date	Subjects / Passes
01				
02				

4) Professional Qualifications :

S/No.	Qualification	University / Institute	Date of Completion / Validity Date	Subjects / Passes
01				
02				

5) Experience (State in Order from the presently holding post)

S/No.	Post	Institution	Period
01			
02			

6) Names, Telephone Numbers and Addresses of 02 Non-related referees to obtain information relevant to the applicant:

7) Certification of the Applicant:

I do hereby certify that the information stated above by me is true and accurate to the best of my knowledge.

Date :
Signature of Applicant)

8) Attestation of the Head of Institution if the applicant is walking or Government, Semi Government Institutions:

This applicant, Mr. / Mrs. / Ms. is working in this institution as a
..... on Permanent / Temporary / Casual basis and if selected for this post, he / she can be / cannot be released from the present post

.....
Signature of Head of Institution
(official seal)

N.B.

Applications should be filled only as per the specimen stated above and copies of certificates in proof of your educational and professional qualifications should be attached with the application. Applications not completed as per the above specimen, incomplete applications, applications not attached with the payment receipt or applications not fulfilling the qualifications on the specific dates will be rejected.