



## 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. MANAGER (HUMAN RESOURCES) - (MM 1.1 - GRADE II)

**Qualifications :**

- a) (i) Bachelor's or BSc Special Degree in 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
- b) Computer Literacy  
And
- c) Minimum of three (03) years post qualifying experience relevant to the field of Human Resources / Administration of a Public / Corporation / Board / Statutory Body/ Reputed Mercantile Establishment.

**Salary Scale :** Rs. 53,175/-, 1,375/- x 10, 1,910/- x 15 - 95,575/-  
(Approximate monthly remuneration will be around Rs. 115,474/-)

**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. MANAGER (RAJYA OSU SALA) - (MM 1.1 - GRADE II)

**Qualifications :**

- a) (i) Bachelor's Degree in Pharmacy 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
- b) Computer Literacy  
And
- c) Minimum of three (03) years post qualifying experience as a Pharmacist of a Public/ Corporation/Board/ Statutory Body/ Reputed Mercantile Establishment.

**Salary Scale :** Rs. 53,175/-, 1,375/- x 10, 1,910/- x 15 - 95,575/-  
(Approximate monthly remuneration will be around Rs. 115,474/-)

**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. OFFICER-IN-CHARGE (RAJYA OSU SALA) (JM 1.1 - GRADE II)

**Qualifications :**

- a) (i) Bachelor's Degree in Pharmacy 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
- b) Computer Literacy  
And
- c) Minimum of one year post qualifying experience as a Pharmacist of a Public/ Corporation/Board/ Statutory Body/ Reputed Mercantile Establishment.

**Salary Scale :** Rs. 42,600/-, 755/- x 10, 1,135/- 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.

### 4. SYSTEM ADMINISTRATOR - (JM 1.1 - GRADE II)

**Qualifications :**

- a) (i) Bachelor's Degree in Computer Science, or Bachelor's Degree in Information Technology of a University/ Institution recognized by the University Grants Commission,  
Or  
(ii) Any other equivalent Degree relevant to the field of Information Technology of a University/Institution recognized by the University Grants Commission,  
Or  
(iii) Bachelor's Degree of a University recognized by the University Grants Commission, and Diploma qualifications relevant to the field of Information Technology of a recognized Institution,  
And
- b) Minimum of one year post qualifying experience in the field of Information Technology / System Administration of a Public / Corporation / Board / Statutory Body / Reputed Mercantile Establishment.

**Salary Scale :** Rs. 42,600/-, 755/- x 10, 1,135/- 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.

### 5. STORES OFFICER - (JM 1.1 - GRADE II)

**Qualifications :**

- (a) (i) Bachelor's Degree 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
- (b) Computer Literacy.  
And
- (c) Minimum of one year post qualifying experience in Stores Management/Inventory Control of a Public / Corporation / Board / Statutory Body /Reputed Mercantile Establishment.

**Salary Scale :** Rs. 42,600/-, 755/- x 10, 1,135/- 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.

### 6. MANAGEMENT ASSISTANT (PERSONAL ASSISTANT) MA 1.1 - GRADE III

**Educational:**

- (a) Passes in 06 subjects with 04 credits including Sinhala/Tamil, English, Mathematics, 01 other subject at the G.C.E. (O/L) Examination within not more than two sittings,  
And
- (b) Passes in the G.C.E. (A/L) Examination with English Language.  
And

**Vocational :**

- (a) Certificate of Secretarial Course conducted by Poly. Tech./NAITA/ NIBM or equivalent qualifications of a recognized Institution,  
And
- (b) Computer Literacy,  
And
- (c) Should have a stenography speed of 90 w.p.m. and typing speed of 40 w.p.m. in English.  
And

(d) Minimum of three years post qualifying experience in Stenography and Typing, of which at least two years as a Personal Assistant/ Personal Secretary of a Public/ Corporation/ Board/ Statutory body/ 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.

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

- a) Passes in 06 subjects with 04 credits including Sinhala/Tamil/ English, Mathematics and 02 other subjects at the GCE (O/L) Examination, within not more than two sittings,  
And
- b) (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
- c) Should have a typing speed of 40 w.p.m. and shorthand speed of 70 w.p.m. in English.  
And
- d) 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.

The selected candidates will be entitled to an attractive range of fringe benefits including a monthly attendance incentive, encashment of unutilized leave, annual bonus, welfare 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.

**If one applicant applies for several positions, those applications must be enclosed in separate envelopes. Envelopes enclosing applications should mark the post applied for on the top left-hand corner and should be sent under registered cover on or before 01.04.2024 to reach:**

**Deputy General Manager (HR & Administration)**

State Pharmaceuticals Corporation of Sri Lanka

"Mehewara Piyasa", 16<sup>th</sup> Floor, 41, Kirula Road, Colombo 05.

Tel. 011 2320356/9