

# NATIONAL MEDICINES REGULATORY AUTHORITY

## JOB VACANCIES

The National Medicines Regulatory Authority invites applications from qualified Sri Lankan citizens for the following positions.

These posts are permanent, entitled to Employees' Provident Fund and Employees' Trust Fund. Since The National Medicines Regulatory Authority is located only in Colombo and no other branch offices, transfer to another place is not effective.

### **01. LEGAL OFFICER:** **(Number of Vacancies - 01)**

#### **QUALIFICATIONS:**

##### **External Applicants**

Should have obtained a degree in Law recognized by the University Grants Commission and being sworn in as an Attorney-at-Law of the Supreme Court.

**And**

Should have obtained at least one (01) year of work experience in the relevant field after being sworn in as an Attorney at the Supreme Court.

##### **Internal Applicants**

Qualifications mentioned above for external applicants should have been fulfilled.

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

**Salary Step applicable to the Post:** As per Management Services Circular 01/2025, the initial salary step of Rs. 71,730/- as at 01.01.2025 in the salary scale of Rs. (91,690 – 10 X 2,480 – 15 X 3,450 – 168,240) MM 1-1-2025 and approved allowances.

**Method of Recruitment :** Selection will be done based on the results of an open competitive examination and/or a structured interview conducted by a panel appointed by the Appointing Authority.

The marks awarded in the structured interview will be as follows:

Relevant Experience	- 30 marks
Relevant Additional Educational Qualifications	- 30 marks
Other Skills/Performance	- 15 marks
Skills performed at the Interview	- 25 marks
<b>Total -</b>	<b><u>100 marks</u></b>

### **02. MANAGEMENT ASSISTANT** **(NON-TECHNICAL)**

#### **QUALIFICATIONS:**

##### **External Applicants**

##### **Educational Qualifications**

(a) Should have passed the General Certificate of Education (O/L) examination in six subjects (06) with four credits (04) including for,

- Sinhala/Tamil
- Mathematics
- English language

(b) Passed at least three subjects (excluding General Test) in General Certificate of Education (Advanced Level) Examination.

(c) Other qualifications specific to the position:

Having completed a course in computer word processing/typing recognized by the Tertiary and Vocational Education Commission for not less than 06 months or have acquired other equivalent level of skills.

##### **Internal Candidates**

(a) Employees with the qualifications mentioned in 'B', 'C' and 'E' below in the Primary Level - Non-Skilled, Semi-Skilled and Skilled Service Categories can apply for this.

(b) Should have passed the General Certificate of Education (O/L) examination in six subjects (06) with four credits (04) including for,

- Sinhala/Tamil
- Mathematics
- English language

Having completed a course in computer word processing/typing recognized by the Tertiary and Vocational Education Commission for not less than 06 months or have acquired other equivalent level of skills.

(c) Should hold a permanent post and have been made permanent in the post

(d) Must have completed 05 years of continuous satisfactory service as a subordinate of a permanent appointment prior to the due date.

**Age:** Should not be less than 18 years and not more than 45 years. The maximum age limit does not apply to internal applicants.

**Salary step applicable to the post:** Initial salary of Rs. 40,403/- and approved allowances as per Management Services Circular 01/2025, MA 1-1-2025 in the salary scale (46,220 - 10X540 - 7X630 - 4X890 - 20X1,190-83,390) as on 01.01.2025 and approved allowances

**Recruitment Procedure:** Recruitment will be made based on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the Appointing Authority.

Syllabus for the Written Competitive Examination

- Language proficiency
- Aptitude test and general knowledge
- Computer text

Marks given for the structured interview,

Relevant Experience	- 30 marks
Relevant Additional Educational Qualifications	- 30 marks
Other Skills/Performance	- 15 marks
Skills performed at the Interview	- 25 marks
<b>Total -</b>	<b><u>100 marks</u></b>

Every applicant applying for the post of Management Assistant (Non-technical) should deposit a sum of Rs. 1000.00 with the account number 78088835 of the Bank of Ceylon Regent Street Branch in the name of National Medicines Regulatory Authority and payment slip should be firmly pasted at the application.

Other details:- Every applicant,

- Should be a citizen of Sri Lanka.
- Should be of good physical and mental fitness to discharge duties in the post well and to serve in any part of the island.
- Should be of a good moral character.

• Employees of state, semi government institutions should send their applications through their respective heads of institutions.

Duly completed applications should be sent by registered post to be received on or before 29.11.2025 to Chief Executive Officer, National Medicines Regulatory Authority, 02nd Floor, No. 130, W.A.D. Ramanayake Mawatha, Colombo 02. Name of the post applied for should be mentioned at the top left corner of the envelope.

**Chairman,**  
**National Medicines Regulatory Authority**

## NATIONAL MEDICINES REGULATORY AUTHORITY

### Application for the Post of .....

1. Personal Information: .....

1.1. Full Name: .....

1.2. Name with Initials: .....

1.3. Gender: .....

1.4. Date of Birth: .....

1.5. Age:- Years: ..... Months: ..... Days: .....

1.6. National Identity Card Number: .....

1.7. Telephone Number:- Landline: .....

Mobile: .....

1.8. Email Address: .....

1.9. Address: .....

1.10. District of Residence: .....

2. Medium of Examination: .....

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

Ser. No.	Qualifications	University/ Institution	Date of Completion/ Date of Validity	Subjects/ Passes
01				
02				

4. Professional Qualifications

Ser. No.	Qualifications	University/ Institution	Date of Completion/ Date of Validity	Subjects/ Passes
01				
02				

5. Experience (Mention in the order from the existing post)

Ser. No	Position	Institution	Period
01			
02			

6. Names, telephone numbers and addresses of two non-relatives who can verify the applicant's information:

7. Applicant's Declaration:

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

Date.....  
.....  
(Signature of Applicant)

8. If the applicant is an employee of state, semi-government institutions, recommendation of the head of institution.

The applicant Mr/Mrs/Ms. ....  
is employed as ..... in permanent/  
temporary/ casual basis, I certify that he/she can be released from  
the post, if selected..

Date.....  
.....  
Signature of Head of Institution

#### **N.B.:**

The application form should be completed and submitted only according to the relevant format and copies of certificates confirming your educational and professional qualifications should be submitted with the application.

Applications not completed according to this format, incomplete applications, applications without copies of relevant certificates attached, or applications that do not meet the eligibility criteria by the closing date for applications may be rejected.