

NATIONAL MEDICINES REGULATORY AUTHORITY

VACANCIES

Applications are invited from qualified citizens of Sri Lanka for the following posts at the National Medicines Regulatory Authority. These posts are permanent with entitlement for the Employees Provident Fund and Employees Trust Fund and are non-transferable as the National Medicines Regulatory Authority is situated only in Colombo and there are no branches.

01. PHARMACEUTICAL ASSESSOR

Qualifications:

For External Applicants

Should have obtained a degree in Bachelor of Pharmacy or Bachelor of Science (Pharmacy) in the subject field recognized by the University Grants Commission

And

Should have obtained at least one (01) year's service experience in the relevant subject field in government, government corporation, board, statutory institution or in a reputed private institution after obtaining the degree.

And

Should have been registered with the Sri Lanka Medical Council as a Pharmacist.

Internal Applicants (1 or 2 below)

- Should have fulfilled the qualifications for the external applicants mentioned above.
- Should have satisfactorily completed a service period of at least five (05) years in the post of Assistant Pharmaceutical Assessor in Junior Managerial (JM 1-1) Service Category

Age: Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

Salary Step relevant to the Post:

Salary Scale as per the Management Services Circular No. 02/2016 for Category MM 1-1 - Rs. (53,175 - 10 x 1,375 - 15 x 1,910 - 95,575/-) and will be placed at the initial salary step of Rs. 53,175/- and approved allowances.

Method of Recruitment:

Will be selected based on the results of an Open Competitive Examination and / or a structured interview conducted by a Board of Interviewers appointed by the Competent Authority.

02. ASSISTANT / DEPUTY DIRECTOR (HUMAN RESOURCES AND ADMINISTRATION) - (VACANCIES - 01)

Qualifications:

For External Applicants

Should have obtained a degree in Human Resources Management / Public Administration / Public Management / Commerce or any other degree in a subject field relevant to the post recognized by the University Grants Commission

And

Should have obtained at least one (01) year's service experience in the relevant subject field in government, government corporation, board, statutory institution or in a reputed private institution after obtaining the degree.

Internal Applicants (1 or 2 below)

- Should have fulfilled the qualifications for the external applicants mentioned above.
- Should have completed a satisfactory service period of at least five (05) years in a post relevant to the field in Junior Managerial (JM 1-1) Service Category

Age: Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

Salary Step relevant to the Post:

Salary Scale as per the Management Services Circular No. 02/2016 for Category MM 1-1 - Rs. (53,175 - 10 x 1,375 - 15 x 1,910 - 95,575/-) and will be placed at the initial salary step of Rs. 53,175/- and approved allowances.

Method of Recruitment:

Will be selected based on the results of an Open Competitive Examination and / or a structured interview conducted by a Board of Interviewers appointed by the Competent Authority.

03. ASSISTANT / DEPUTY DIRECTOR (INFORMATION AND COMMUNICATION TECHNOLOGY) - (VACANCIES - 01)

Qualifications:

For External Applicants (1 or 2 below)

1. Should have obtained a degree in Computer Science / Information Technology or any other degree in a subject field relevant to the post recognized by the University Grants Commission

And

Should have obtained at least one (01) year's service experience in the relevant subject field in government, government corporation, board, statutory institution or in a reputed private institution after obtaining the degree.

2. Should have obtained a Proficiency Certificate in the relevant subject field of not less than N.V.Q. Level Seven (07) issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

And

Should have obtained at least one (01) year's service experience in the relevant subject field in government, government corporation, board, statutory institution or in a reputed private institution after obtaining the qualification.

Internal Applicants (1 or 2 below)

- Should have fulfilled the qualifications for the external applicants mentioned above.
- Should have completed a satisfactory service period of at least five (05) years in a post relevant to the field in Junior Managerial (JM 1-1) Service Category

Age: Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

Salary Step relevant to the Post:

Salary Scale as per the Management Services Circular No. 02/2016 for Category MM 1-1 - Rs. (53,175 - 10 x 1,375 - 15 x 1,910 - 95,575/-) and will be placed at the initial salary step of Rs. 53,175/- and approved allowances.

Method of Recruitment:

Will be selected based on the results of an Open Competitive Examination and / or a structured interview conducted by a Board of Interviewers appointed by the Competent Authority.

04. ASSISTANT PHARMACEUTICAL ASSESSOR

Qualifications:

For External Applicants (1 or 2 below)

1. Should have obtained a degree in Bachelor of Pharmacy or Bachelor of Science (Pharmacy) recognized by the University Grants Commission

And

Should have been registered with the Sri Lanka Medical Council as a Pharmacist.

2. Should have obtained a Certificate in Higher Diploma in Pharmacy of not less than N.V.Q. Level Six (06) issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

And

At least five (05) years of experience in Pharmaceutical Regulatory field in government, government corporation, board, statutory institution after obtaining the qualifications

And

Should have been registered with the Sri Lanka Medical Council as a Pharmacist.

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. Maximum age limit will not be applicable to internal applicants.

Salary Step relevant to the Post:

Salary Scale as per the Management Services Circular No. 02/2016 for Category JM 1-1 - Rs. (42,600 - 10 x 755 - 18 x 1,135 - 70,580/-) and will be placed at the initial salary step of Rs. 42,600/- and approved allowances.

Method of Recruitment:

Will be selected based on the results of a written Competitive Examination and / or a structured interview conducted by a Board of Interviewers appointed by the Competent Authority.

05. INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER (VACANCIES - 01)

Qualifications:

External Applicants (1 or 2 or 3 or 4 below)

1. Should have obtained a degree in Computer Science / Information Technology or any other degree in a subject field relevant to the post recognized by the University Grants Commission

2. Should have obtained a Proficiency Certificate in Information and Communication Technology field of not less than N.V.Q. Level Seven (07) issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

3. Should have obtained a Proficiency Certificate in Information and Communication Technology field of not less than N.V.Q. Level Six (06) issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

And

At least five (05) years of experience in the relevant field in government, government corporation, board, statutory institution after obtaining the qualifications

4. Should have obtained a Proficiency Certificate in Information and Communication Technology field of not less than N.V.Q. Level Five (05) issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

And

At least ten (10) years of experience in the relevant field in government, government corporation, board, statutory institution after obtaining the qualifications

Internal Applicants (1 or 2 below)

- Should have fulfilled the qualifications for the external applicants mentioned above.
- Should have completed a satisfactory service period of at least five (05) years in a post relevant to the field in Grade II of Management Assistant - Technical (MA 2-1) Service Category

Age: Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

Salary Step relevant to the Post:

Salary Scale as per the Management Services Circular No. 02/2016 for Category JM 1-1 - Rs. (42,600 - 10 x 755 - 18 x 1,135 - 70,580/-) and will be placed at the initial salary step of Rs. 42,600/- and approved allowances.

Method of Recruitment:

Will be selected based on the results of a written Competitive Examination and / or a structured interview conducted by a Board of Interviewers appointed by the Competent Authority.

06. PROCUREMENT OFFICER (VACANCIES - 01)

Qualifications:

External Applicants

Should have obtained degree in Supply Chain Management / Accountancy / Financial Management / Commerce or any other degree in a subject field relevant to the post recognized by the University Grants Commission

Internal Applicants (1 or 2 below)

- Should have fulfilled the qualifications for the external applicants mentioned above.
- Should have completed a satisfactory service period of at least five (05) years in a post relevant to the field in Grade II of Management Assistant - Non Technical (MA 1-1) Service Category

Age: Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

Salary Step relevant to the Post:

Salary Scale as per the Management Services Circular No. 02/2016 for Category JM 1-1 - Rs. (42,600 - 10 x 755 - 18 x 1,135 - 70,580/-) and will be placed at the initial salary step of Rs. 42,600/- and approved allowances.

Method of Recruitment:

Will be selected based on the results of a written competitive Examination and / or a structured interview conducted by a Board of Interviewers appointed by the Competent Authority.

07. ADMINISTRATIVE OFFICER - (VACANCIES - 01)

Qualifications:

External Applicants

Should have obtained a degree in Human Resources Management / Public Administration / Public Management / Business Administration / Business Management / Commerce or any other degree in a subject field relevant to the post recognized by the University Grants Commission

Internal Applicants (1 or 2 below)

- Should have fulfilled the qualifications for the external applicants mentioned above.
- Should have completed a satisfactory service period of at least five (05) years in a post relevant to the field in Grade II of Management Assistant - Non Technical (MA 1-1) Service Category

Age: Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

Salary Step relevant to the Post:

Salary Scale as per the Management Services Circular No. 02/2016 for Category JM 1-1 - Rs. (42,600 - 10 x 755 - 18 x 1,135 - 70,580/-) and will be placed at the initial salary step of Rs. 42,600/- and approved allowances.

Method of Recruitment:

Will be selected based on the results of a written Competitive Examination and / or a structured interview conducted by a Board of Interviewers appointed by the Competent Authority.

08. ASSISTANT DRUG INSPECTOR - (VACANCIES - 10)

Educational Qualifications:

Should have obtained a degree in Law / Science / Biology / Physics / Food Science / Pharmacy or any other degree in a subject field relevant to the post recognized by the University Grants Commission

And

One (01) year's experience in a subject field relevant to the post

Age: Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

Salary Step relevant to the Post:

Salary Scale as per the Management Services Circular No. 02/2016 for Category MA 5-1 - Rs. (34,870 - 10 x 660 - 15 x 755 - 11 x 930 - 63,025) and will be placed at the initial salary step of Rs. 34,870/- and approved allowances.

Method of Recruitment:

Will be selected based on the results of a written Competitive Examination and / or a structured interview conducted by a Board of Interviewers appointed by the Competent Authority.

09. DEVELOPMENT OFFICER

Educational Qualifications:

Should have obtained a degree in Law / Human Resources / Information Technology / Finance / Accountancy or any other degree in a subject field relevant to the post recognized by the University Grants Commission.

Age: Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

Salary Step relevant to the Post:

Salary Scale as per the Management Services Circular No. 02/2016 for Category MA 3-2016 - Rs. (32,200 - 10 x 445 - 11 x 660 - 10 x 730 - 5 x 750 - 54,960) and will be placed at the initial salary step of Rs. 32,200/- and approved allowances.

Method of recruitment:

Will be selected based on the results of a written Competitive Examination and / or a structured interview conducted by a Board of Interviewers appointed by the Competent Authority.

10. DATA MANAGEMENT OFFICER - (VACANCIES - 05)

Educational Qualifications:

Should have obtained a degree in Computer Science / Statistics / Physical Science or any other degree in a subject field relevant to the post recognized by UGC.

Age: Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

Salary Step relevant to the Post:

Salary Scale as per the Management Services Circular No. 02/2016 for Category MA 3-2016 - Rs. (32,200 - 10 x 445 - 11 x 660 - 10 x 730 - 5 x 750 - 54,960) and will be placed at the initial salary step of Rs. 32,200/- and approved allowances.

Method of Recruitment:

Will be selected based on the results of a written Competitive Examination and / or a structured interview conducted by a Board of Interviewers appointed by the Competent Authority.

11. INFORMATION AND COMMUNICATION TECHNOLOGY ASSISTANT - (VACANCIES - 03)

Qualifications:

External Applicants:-

Should have obtained a Proficiency Certificate relevant to Information Communication field of not less than N.V.Q. Level Five (05) issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission.

Internal Applicants:

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

Age: Should be not less than 18 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

Salary Step relevant to the Post

Salary Scale as per the Management Service Circular No. 02/2016 for Category MA 2 - 1 - Rs. (30,310 - 10 x 300 - 7 x 350 - 4 x 495 - 20 x 660 - 50,940) and will be placed at the initial salary step of Rs. 30,310/- and approved allowances.

Method of Recruitment:

Will be selected based on the results of a written 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 discharge the duties entrusted to the post and to serve in part of the island
 - Should have an excellent moral character
- Applicants serving in government or semi government institutions should forward their applications through the Heads of their respective institutions.

Duly perfected applications should be sent by registered post addressed to "Chief Executive Officer, National Medicines Regulatory Authority, State Engineering Corporation Building, 02nd Floor, No. 130, W.A.D. Ramanayake Mawatha, Colombo 02" to receive on or before 13.02.2025 and the post applying for should be clearly mentioned on the left hand top corner of the envelope containing the application.

Chairman,
National Medicines Regulatory Authority.

NATIONAL MEDICINES REGULATORY AUTHORITY

Application for the Post of

1. Personal Details:

- Name in Full:
- Name with Initials:
- Gender: Male / Female
- Date of Birth:
- Age: Years Months Days
- National Identity Card No.
- Telephone No. Fixed: Mobile:
- Email Address:
- Address:
- District of Residence:

2. Medium of Sitting the Exam:

3. Educational Qualifications (Mention from Highest Qualification downwards):

Ser. No.	Qualifications	University/ Institution	Date Completed/ Validity Date	Subjects/ Pass
01				
02				

4. Professional Qualifications

Ser. No.	Qualifications	University/ Institution	Date Completed/ Validity Date	Subjects/ Pass
01				
02				

5. Experience: (Mention from the present post and downwards)

Ser. No.	Post	Institution	Period
01			
02			

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

7. Applicant's certification:

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

Date:

Signature of Applicant

8. If an applicant serving in a Government, Semi Government institution, certification of the Head of Institution:

I hereby inform that the applicant Mr. / Mrs. / Miss. is serving in this institution as as a permanent / temporary / casual employee and if he / she is selected to this post he/she can be released from service.

Signature of Head of Institution
(Official Seal)

Note:

Application should be perfected and sent only as per the relevant specimen and the copies of certificates that prove your educational and professional qualifications should be submitted with the application. Applications that are not perfected compatible to this specimen, incomplete applications and applications that have not fulfilled the qualifications as at the closing date of applications will be rejected.