



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.

MANAGEMENT ASSISTANT (CLERK) (MA 1.1 – GRADE III) – (22 VACANCIES)

Qualifications:

1.1 Educational :

(a) Passes in 06 subjects with 04 credits including Sinhala/Tamil, English, Mathematics and 01 other subject at the G.C.E. (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 G.C.E. (A/L) Examination (New Syllabus)

Or

ii) Passes in 03 subjects at the GCE (A/L) Examination - (Old Syllabus)

And

(c) 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.

Envelops enclosing applications **should mark the post applied for on the top left hand corner** and should be sent under registered cover on or before **09.03.2018** to reach,

Deputy General Manager – Human Resources & Administration
State Pharmaceuticals Corporation of Sri Lanka
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Colombo 01.
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