



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). ACCOUNTANT (MM 1.1 - GRADE - II) - (01 VACANCY)

Qualifications:

1.1 Educational/ Professional :

- (a) (i) Intermediate Level of the Institute of Chartered Accountants of Sri Lanka (ICASL)
- OR**
- (ii) Intermediate Level of Chartered Institute of Management Accountants (CIMA)
- OR**
- (iii) Intermediate Level of Association of Certified and Corporate Accountants (ACCA).
- OR**
- (iv) Higher National Diploma in Accountancy of a recognized institution.
- OR**
- (v) Equivalent qualifications relevant to the field of Accounting and Finance of an Institution recognized by a Professional Body.
- AND**
- (b) Computer Literacy

AND

- (c) Minimum of 03 years post qualifying experience in the field of Accounting and Finance/ Book Keeping / Auditing of a Corporation/ Board / Statutory Body / Reputed Mercantile Establishment.

OR

1.2 Educational/ Professional :

- (a) (i) Degree in Management or Commerce of a University recognized by the University Grants Commission.
- OR**
- (ii) Any other Degree relevant to the field of Accounting and Finance of a University / Institution recognized by the University Grants Commission.

AND

- (b) Computer Literacy

AND

- (c) Minimum of 03 years post qualifying experience in the field of Accounting and Finance/ Book Keeping / Auditing of a Corporation/ Board / Statutory Body / Reputed Mercantile Establishment.

Salary Scale : Rs. 41,899/- 1,095/- x 3, 1,205/- x 7 1,515/- x 15, Rs. 76,344/-
(Approximate monthly remuneration will be around Rs. 80,563/-)

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 IMPORTS (MM 1.1 - GRADE - II) - (01 VACANCY)

Qualifications :

- (a) (i) Bachelor's or BSc Special Degree in Marketing/ Commerce / Business Administration 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 03 years post qualifying experience relevant to the field of local/ foreign Procurement/ Purchases of a Public/ Corporation/ Board/ Statutory Body/ Reputed Mercantile Establishment.

Salary Scale : Rs. 41,899/- 1,095/- x 3, 1,205/- x 7 1,515/- x 15, Rs. 76,344/-
(Approximate monthly remuneration will be around Rs. 80,563/-)

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). MANAGER (RAJYA OSU SALA) (MM 1.1 - GRADE - II) - (04 VACANCIES)

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. 41,899/- 1,095/- x 3, 1,205/- x 7 1,515/- x 15, Rs. 76,344/-
(Approximate monthly remuneration will be around Rs. 80,563/-)

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). MANAGER - (STORES & INVENTORY CONTROL) (MM 1.1 - GRADE - II) - (01 VACANCY)

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 three (03) years post qualifying experience in Stores Management of a Public/ Corporation/ Board/ Statutory Body/ Reputed Mercantile Establishment.

Salary Scale : Rs. 41,899/- 1,095/- x 3, 1,205/- x 7 1,515/- x 15, Rs. 76,344/-
(Approximate monthly remuneration will be around Rs. 80,563/-)

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). TECHNICAL OFFICER (MAINTENANCE & CONSTRUCTION) (JM 1.1 - GRADE - II) - (01 VACANCY)

Qualifications :

Vocational/ Professional :

- (a) (i) Certificate of National Diploma in Technology (NDT) relevant to the field of Civil Works issued by the University of Moratuwa.

Or

- (ii) Any other Diploma in Technology relevant to the field of Civil Works not below the N.V.Q. Level-5 of a University/ Institution recognized by the University Grants Commission.

And

- (b) Computer Literacy,

And

- (c) Minimum of 10 years post qualifying experience in the field of Civil Works of a Public/ Corporation/ Board/ Statutory Body/ Reputed Mercantile Establishment.

Salary Scale : Rs. 33,540/- 600/- x 10, 905/- x 18 - 55,830/-
(Approximate monthly remuneration will be around Rs. 69,279/-)

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). PERSONAL SECRETARY (JM 1.1 - GRADE - II) - (01 VACANCY)

Qualifications :

- (a) The Certificate of 'Chartered Secretary' of Chartered Institute of Secretaries,
- And**
- (b) Should have typing speed of 40 w.p.m. and shorthand speed 80 w.p.m.

And

- (c) Computer Literacy

And

- (d) Minimum of 10 years post qualifying experience in the field of Secretarial Work of a Public/ Corporation/ Board/ Statutory Body/ Reputed Mercantile Establishment.

Salary Scale : Rs. 33,540/- 600/- x 10, 905/- x 18 - 55,830/-
(Approximate monthly remuneration will be around Rs. 69,279/-)

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). ACCOUNTS OFFICER (JM 1.1 - GRADE - II) - (01 VACANCY)

Qualifications :

1.1 Degree Holders

- (a) Bachelors Degree/BSc. Special Degree in Accountancy/ Commerce/ Business Administration or equivalent qualifications of a University recognized by the University Grants Commission,

And

- (b) Computer Literacy

And

- (c) Minimum of 03 years post qualifying experience in the field of Accounting of a Public/ Corporation / Board / Statutory Body / Reputed Mercantile Establishment.

1.2 Vocational/ Professional :

- (a) (i) Intermediate Level of Institute of Chartered Accountants of Sri Lanka (ICASL) / Chartered Institute of Management Accountants (CIMA) / Association of Certified and Corporate Accountants (ACCA), or equivalent qualifications of an Institution recognized by a Professional Body,

Or

- (ii) AAT Full qualifications,

Or

- (iii) Higher National Diploma in Accountancy of a Government Technical College.

And

- (b) Computer Literacy

And

- (c) Minimum of 03 years post qualifying experience in the field of Accounting/ Management Accounting of a Public/ Corporation / Board / Statutory Body / Reputed Mercantile Establishment.

Salary Scale : Rs. 33,540/- 600/- x 10, 905/- x 18 - 55,830/-
(Approximate monthly remuneration will be around Rs. 69,279/-)

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.

8). PROCUREMENT OFFICER (JM 1.1 - GRADE - II) - (04 VACANCIES)

Qualifications :

- (a) BSc General Degree including the subject of Chemistry / BSc Special Degree in Chemistry or equivalent qualifications of a University recognized by the University Grants Commission.

And

- (b) Computer Literacy

And

- (c) Minimum of one year post qualifying experience in the field of Procurement of Tenders of a Public/ Corporation/ Board/ Statutory Body/ Reputed Mercantile Establishment.

Salary Scale : Rs. 33,540/- 600/- x 10, 905/- x 18 - 55,830/-
(Approximate monthly remuneration will be around Rs. 69,279/-)

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.

9). OFFICER-IN-CHARGE, RAJYA OSU SALA (JM 1.1 - GRADE - II) - (09 VACANCIES)

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. 33,540/- 600/- x 10, 905/- x 18 - 55,830/-
(Approximate monthly remuneration will be around Rs. 69,279/-)

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.

10). QUALITY CONTROL ASSISTANT (MA 2.1 - GRADE - III) - (02 VACANCIES)

Qualifications :

- (a) Having passed the G.C.E. (A/L) Examination in Science including a credit pass in Chemistry.

with

A University degree recognized by University Grants Commission with Chemistry as a major subject.

OR

- (b) Having passed the G.C.E. (A/L) Examination in Science including a credit pass in Chemistry.

with

Completed Graduateship Programme in Chemistry of the Institute of Chemistry Ceylon.

Salary Scale : Rs. 23,881/- 240/- x 10, 280/- x 7, 390/- x 4, 530/- x 20 40,401/-
(Approximate monthly remuneration will be around Rs. 56,239/-)

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.

11). MANAGEMENT ASSISTANT (PHARMACIST) (MA 2.1 - GRADE - III) - (11 VACANCIES)

Vocational Qualification

- (a) Certificate of Registration as a Pharmacist awarded by the Sri Lanka Medical Council, not below the N.V.Q. Level 5, with a minimum of 01 year post qualifying experience in dispensing at a registered Pharmacy of a Public/ Corporation/ Board/ reputed Mercantile establishment.

And

- (b) Computer Literacy

Salary Scale : Rs. 23,881/- 240/- x 10, 280/- x 7, 390/- x 4, 530/- x 20 40,401/-
(Approximate monthly remuneration will be around Rs. 56,239/-)

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.

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Continuation

12). MAINTENANCE SUPERVISOR (MA 2.1 - GRADE - III) - (01 VACANCY)

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) Passed the G.C.E. (A/L) Examination in Science stream.

1.2 Vocational :

- (a) (i) Certificate of National Diploma in Technology (NDT) relevant to the field of Civil Works issued by the University of Moratuwa and recognized by the University Grants Commission.

- Or
(ii) Any other Equivalent Diploma certificate not below the N.V.Q. Level-5, relevant to the field of Civil Works.

- (b) Computer Literacy

Salary Scale : Rs. 23,881/-, 240/- x 10, 280/- x 7, 390/- x 4, 530/- x 20 - 40,401/- (Approximate monthly remuneration will be around Rs. 56,239/-)

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.

13). MANAGEMENT ASSISTANT (PHARMACIST ASSISTANT) (MA 1.1 - GRADE - III) - (04 VACANCIES)

Qualifications :

- (a) Having passed the G. C. E. (O/L) examination in six subjects within one sitting.

- And
(b) Having passed the G.C.E. (A/L) examination other than the General Knowledge Paper within one sitting.

- And
(c) Being a registered apprentice Pharmacist in Ceylon Medical College Council

- And
(d) 02 years' experience as a Trainee Pharmacist of a registered Pharmacy, after registration in Ceylon Medical College Council.

- (e) 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.

14). MANAGEMENT ASSISTANT (PRODUCTION ASSISTANT) (MA 1.1 - GRADE - III) - (03 VACANCIES)

Qualifications :

- (a) Passes in 06 subjects with 04 credits including Sinhala/Tamil, English, Mathematics/Arithmetic/Commercial Arithmetic and 01 other subject at the GCE (O/L) Examination, within not more than two sittings,

- And
(b) (i) Passes in at least 02 subjects including Chemistry (other than the General Paper) at the GCE (A/L) Examination (New Syllabus),

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

- (c) Computer Literacy

- And
(d) Three years post qualifying experience in production work of a Public/ Corporation/ Board/ reputed Mercantile Establishment.

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.

15). MANAGEMENT ASSISTANT (STORE KEEPER) (MA 1.1 - GRADE - III) - (14 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)

- (c) Computer Literacy,

- And
(b) Three years post qualifying experience as a Store Keeper of a Public/ Corporation/ Board/reputed Mercantile Establishment.

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.

16). MANAGEMENT ASSISTANT (CASHIER) (MA 1.1 - GRADE - III) - (03 VACANCIES)

Qualifications :

- (a) Passes in 06 subjects with 04 credits including Sinhala/Tamil, English, Mathematics/ Commercial Arithmetic & 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 Commerce subjects (Other than the General Paper) at the G.C.E. (A/L) Examination (New Syllabus),

- Or
(ii) Passes in 03 Commerce subjects at the G.C.E. (A/L) Examination (Old Syllabus)

- (c) Computer Literacy

- And
(d) Minimum of three years post qualifying experience as a Cashier of a Public/ Corporation/ Board/ Reputed Mercantile Establishment.

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.

17). MANAGEMENT ASSISTANT (PERSONAL ASSISTANT) (MA 1.1 - GRADE - III) - (02 VACANCIES)

1.1 Educational :

1.1.2. For English Medium PA

- (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.

1.2 Vocational for English medium PA :

- (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 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/ Statutory Body/ Reputed Mercantile Establishment.

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.

18). PRODUCT INFORMATION REPRESENTATIVE (MA 1.1 - GRADE - III) - (02 VACANCIES)

Qualifications :

- (a) Passes in 06 subjects with 04 credits including Sinhala/Tamil, English, Mathematics/Commercial Arithmetic and 01 other subject at the GCE (O/L) Examination, within not more than two sittings,

- And
(b) (i) Passes in at least 02 subjects with 02 credits including Chemistry (other than the General Paper) at the GCE (A/L) Examination (New Syllabus)

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

- (c) Good command in English Language (Spoken)

- (d) Computer Literacy,

- And
(e) Possess a valid Driving License issued by the Commissioner of Motor Traffic.

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.

19). MANAGEMENT ASSISTANT - STENO/TYPEST (ENGLISH) (MA 1.1 - GRADE - III) - (02 VACANCIES)

Educational & Vocational qualifications :

- (a) Passes in 06 subjects with 04 credits including English, Mathematics and 02 other subjects 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 G.C.E. (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.

- (d) 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.

20). ELECTRICIAN (PL 3) (GRADE - III) - (01 VACANCY)

Qualifications :

1.1 Educational:

- (a) Passes in 06 subjects including Sinhala/ Tamil/ English, Mathematics/ Arithmetic at the G. C. E. (O/L) examination within not more than 2 sittings.

1.2 Vocational :

- (a) Vocational Certificate not below the National Vocational Qualification (NVQ) Level-4 relevant to the field of Electrical work.

Salary Scale : Rs. 20,709/-, 215/- x 10, 240/- x 10, 260/- x 10, 280/- x 12 - 31,219/- (Approximate monthly remuneration will be around Rs. 51,957/-)

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.

21). DOUBLE DEEP REACH TRUCK OPERATOR (PL 3) (GRADE - III) - (01 VACANCY)

Qualifications :

1.1 Educational :

- Having passed six (06) subjects in G. C. E. (O/L) examination, at least with two (02) credit passes in maximum of two sittings.

- And
03 years experience in operating Double Deep Reach Truck (Battery Operated) in a large warehouse. (Especially in Pharmaceutical warehouses)

- Or
Having obtained proficiency certificate not below the NVQ level four (04) issued by a technical/ vocational training institute accepted by the Tertiary and Vocational Education Commission relevant to the function of the post.

Salary Scale : Rs. 20,709/-, 10 X 215/-, 10 X 240/-, 10 X 260/-, 12 X 280/-, 31,219/- (Approximate monthly remuneration will be around Rs. 51,957/-)

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.

22). BOOK BINDER/RECORD KEEPER (PL 2) (GRADE - III) - (02 VACANCIES)

1.1 Educational Qualifications :

- (a) Passes in 06 subjects including English Language with 04 credit passes in Sinhala/ Tamil, Mathematics, Science and 01 other subject at the GCE (O/L) Examination within not more than two sittings

- And
(b) (i) Passes in 03 subjects at the GCE (A/L - Old Syllabus)

- Or
(ii) Passes in 02 subjects at the GCE (A/L - New Syllabus)

1.2 Vocational Qualifications :

Vocational Certificate not below the NVQ Level-2 relevant to Book Binding/ Record Keeping

Salary Scale : Rs. 20,280/-, 10 X 215/-, 10 X 240/-, 10 X 260/-, 12 X 280/-, 30,790/- (Approximate monthly remuneration will be around Rs. 51,378/-)

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 08.05.2018 to reach,

Deputy General Manager - Human Resources & Administration
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