



State Pharmaceuticals Corporation of Sri Lanka

VACANCY

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 vacancy.

PERSONAL SECRETARY (JM 1.1 - GRADE II)

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. 42,600/- 755/- x 10, 1135/- 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.

Note : Applicants with qualifications similar to the above are also encouraged to apply.

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.

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 **31.05.2021** to reach,

Deputy General Manager - Human Resources & Administration
State Pharmaceuticals Corporation of Sri Lanka
75, Sir Baron Jayathilake Mawatha
Colombo 01.

Tel. 011 2320356/9