



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.

MANAGEMENT ASSISTANT (PERSONAL ASSISTANT) MA 1.1 - GRADE III - (01 VACANCY)

1.1 Educational: 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.

AND

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/ Reputed Mercantile Establishment.

Salary Scale : Rs. 27,910/-, 300/- x 10,350/- x 7,495/- x 4,660/-
x 20 - 48,540/-
(Approximate monthly remuneration will be around Rs. 73,200/-)

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 and profit sharing incentive, welfare 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 marked the post applied for on the top left-hand corner, should be sent under registered cover on or before **03.02.2021** 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