

## Vacancies

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.

**Qualifications:**

## External Applicants

1. Should have obtained a degree from a university recognized by the University Grants Commission  
with  
Should have obtained a Postgraduate Degree (Masters) in the subject field of Human Resources  
Management / Public Administration / Public Management / Commerce  
And  
At least Fifteen (15) years experience in the relevant field in a “Managerial Level” post in Government,  
Government Corporation, Board, Statutory Institution or reputed private institution.

**Internal Applicants (1 or 2 below)**

1. Should have fulfilled the qualifications for the external applicants mentioned above
2. Should have completed a satisfactory service period of at least five (05) years in the relevant subject field in a Grade I post in Management Services (MM) Service category.

**Salary Step relevant to the Post :** Salary Step of Rs. 123,019/- as at 01.01.2026 in the Salary Scale of HM 1-1 Rs. (140,640 – 15 x 4,100 – 202,140) as per Management Services Circular No. 01/2025 and approved allowances.

Marks will be given to the Structured Interview as follows:

Relevant Additional Experience	-	30 Marks
Relevant Additional Educational / Professional Qualifications	-	30 Marks
Other Performances and Skills	-	15 Marks
Performance at the Interview	-	<u>25 Marks</u>
<b>Total Marks</b>	-	<b>100 Marks</b>

**Qualifications:**

## External Applicants

Should have obtained a degree recognized by the University Grants Commission in Engineering (Mechanical / Electrical) / Biomedical Engineering or any other degree in a subject field relevant to the post

And

Should have obtained at least one (01) year's experience in the relevant field in Government, Government Corporation, Board, Statutory Institution or reputed private institution after obtaining the qualification.

## Internal Applicants

Should have fulfilled the qualifications for the External Applicants mentioned above.

**Salary Step relevant to the Post:** Salary Step of Rs. 81,710/- as at 01.01.2026 in the Salary Scale of MM 1-1 Rs. (91,690 – 10 x 2,480 – 15 x 3,450 – 168,240) as per Management Services Circular No. 01/2025 and approved allowances.

**Method of Recruitment :** Selection will be made 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 of Appointments.

Marks will be given at the Structured Interview as follows:

Relevant Experience	-	30 Marks
Relevant Additional Educational Qualifications	-	30 Marks
Other Skills and Performances	-	15 Marks
Skills shown at the Interview	-	<u>25 Marks</u>
Total Marks	-	100 Marks

**Qualifications:**

### External Applicants (1 or 2 below)

1. Should have obtained a Bachelor's degree in Pharmacy / Bachelor of Science (Pharmacy) in the subject field 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 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

Should have obtained at least five (05) years experience in the medicines regulatory field in Government, Government Corporation, Board, Statutory Institution after obtaining the qualification

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.

**Salary Step relevant to the Post:** Salary Step of Rs. 65,633/- as at 01.01.2026 in the Salary Scale of JM 1-1 Rs. (72,650 - 10 x 1,360 - 18 x 2,040 - 122,970) as per Management Services Circular No. 01/2025 and approved allowances.

**Method of Recruitment:** Selection will be made based on the results of an Competitive examination and / or a structured interview conducted by a Board of Interviewers appointed by the Competent Authority of Appointments.

Marks will be given at the Structured Interview as follows:

Relevant Additional Experience	-	30 Marks
Relevant Additional Qualifications	-	30 Marks
Other Skills / Performances	-	15 Marks
Skills shown at the Interview	-	25 Marks
Total Marks	-	<u>100 Marks</u>

**Educational Qualifications:**

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

**Salary Step relevant to the Post:** Salary Step of Rs. 49,831/- as at 01.01.2026 in the Salary Scale of MA 3-2025 Rs. (53,940 – 10 x 800 – 11 x 1,190 – 10 x 1,320 – 5 x 1,350 – 94,980) as per Management Services Circular No. 01/2025 and approved allowances.

**Method of Recruitment:** Selection will be made based on the results of a Written Competitive Examination relevant to the post and / or a structured interview conducted by a Board of Interviewers appointed by the Competent Authority of Appointments.

Marks will be given at the Structured Interview as follows:

Relevant Experience	-	30 Marks
Relevant Additional Qualifications	-	30 Marks
Other Performances / Skills	-	15 Marks
Skills shown at the Interview	-	<u>25 Marks</u>
Total Marks	-	<u>100 Marks</u>

**Others:**

Every Applicant;

- ii. Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island
- iii. 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 **14.02.2026** 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 Information :-

1.1 Name in Full : .....

1.2 Name with Initials : .....

1.3 Gender : (Male / Female) : .....

1.4 Date of Birth : .....

1.5 Age :                      Years : ..... Months : ..... Days : .....

1.6 National Identity Card No. : .....

1.7 Telephone No. Fixed : ..... Mobile: .....

1.8 Email Address : .....

1.9 Address : .....

1.10 District of Residence : .....

### 2. Medium of Sitting the Exam : .....

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

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

### 4 Professional Qualifications

Ser. No.	Qualification	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 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 application, applications that do not contain the copies of certificates and applications that have not fulfilled the qualifications as at the closing date of applications and late applications will be rejected.