



SRI LANKA AYURVEDIC DRUGS CORPORATION VACANCIES



Applications are invited from Sri Lankan applicants to fill the following vacancies of the Sri Lanka Ayurvedic Drugs Corporation.

01. GENERAL MANAGER

Senior Management Services
Category (HM 2-1) – 01 Vacancy

Salary Scale :

HM 2-1 – 91,645 – 12 x 2700 – 124,045/= (Entitled from 01.01.2020 as per Management Services Circular 02/2016. Government approved allowances and allowances given by the Corporation will also be offered. Starting salary to the date (01.01.2020) is Rs. 93,020/=.

Qualifications:

External Applicants -

- a) Should have obtained a first class degree in Business Administration / Business Management / State Management / Human Resource Management / Engineering Science / Commerce / State Administration / Ayurvedic Medicine and Surgery from a University accepted by the University Grants Commission.

and

Having obtained a Masters Degree from a relevant field or obtained a membership from an accepted Professional Institute of Management.

and

After having degree qualifications, should have Management Level experience of minimum 20 years in a State Corporation, Statutory Board or in a reputed private sector organization (Minimum of 05 years experience in Senior Management level).

or

- b) Should have obtained a first class degree in Business Administration / Business Management / State Management / Human Resource Management / Engineering Science / Commerce / State Administration / Ayurvedic Medicine and Surgery from University accepted by the University Grants Commission.

with

Minimum of 05 years senior management level experience with an excellent service record in a State Corporation, Statutory Board or reputed private sector institute, after having obtained a Ph.D,

Internal Applicants -

Should have completed a satisfactory service period of minimum 05 years in a Senior Management Level service category position in the institute

with

Specific management proficiency in providing leadership to multi task forces and in management of human and other resources.

Age :

Should be not less than 35 years and not more than 55 years. Maximum age limit will not be applicable to internal applicants.

02. MANAGER (SUPPLIES)

Management Services Category
(MM 1-1) – 01 Vacancy

Salary Scale :

MM 1-1 – 53175 – 10 x 1375 – 15 x 1910 – 95,575/= . (Entitled from 01.01.2020 as per Management Services Circular 02/2016. Government approved allowances and allowances given by the Corporation will also be offered. Starting salary to the date (01.01.2020) is Rs. 53,175/=.

Qualifications :

External Applicants -

Should have obtained a degree in Commerce / Marketing / Economics / Business Management / State Management / Business Administration from a University accepted by the University Grants Commission.

and

Minimum of 03 years experience in a Staff Level relevant Post in a Government or semi-government or state institution or in a reputed private sector institute relevant to the field of supplies or procurement, after obtaining the Degree.

Internal Applicants – (01 or 02 below)

01. Should have fulfilled the above qualifications for external applicants.
02. Should have completed minimum of 05 years satisfactory service period in the relevant field, in the Junior Management Service (JM 1-1) Category.

Age :

Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

03. MEDICAL OFFICER

Management Services Category
(MM 1-1) – 01 Vacancy

Salary Scale :

MM 1-1 – 53175 – 10 x 1375 – 15 x 1910 – 95,575/= . (Entitled from 01.01.2020 as per Management Services Circular 02/2016. Government approved allowances and allowances given by the Corporation will also be offered. Starting salary to the date (01.01.2020) is Rs. 53,175/=.

Qualifications :

External Applicants – (01 or 02 below)

01. Ayurvedic Medicine and Surgery Degree accepted by the University Grants Commission,

and

Should have obtained minimum of 03 years experience in a government or semi-government or in a reputed private sector organization in the category of Staff Level in the field of drugs manufacturing.

02. Should have obtained a 05 year Diploma from a Universities affiliated, accepted medical institute and 03 years experience in a Staff Level position of drugs manufacturing field (in a drugs manufactory) in a government or semi-government organization or in a private sector organization.

Internal Applicants – (01 or 02 below)

01. Should have fulfilled the above qualifications for external applicants.
02. Should have completed minimum of 05 years satisfactory service period in the relevant field, in the Junior Management Service (JM 1-1) Category.

Age :

Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

04. MANAGER (FACTORIES)

Management Services Category
(MM 1-1) – 01 Vacancy

Salary Scale :

MM 1-1 – 53175 – 10 x 1375 – 15 x 1910 – 95,575/= . (Entitled from 01.01.2020 as per Management Services Circular 02/2016. Government approved allowances and allowances given by the Corporation will also be offered. Starting salary to the date (01.01.2020) is Rs. 53,175/=.

Qualifications :

External Applicants – (01 or 02 below)

01. Should have obtained a Degree from Mechanical Engineering / B.Sc. Engineering / Production Management / Electrical Engineering, accepted by the University Grants Commission.

And

Minimum of 03 years experience in a Staff Level relevant Post in a Government or semi-government or state, or in a reputed private sector manufactory relevant to the field, after obtaining the Degree.

02. Should have obtained a proficiency certificate of not less (NVQ) Level 07 from a Technical/ Professional Training Institute accepted by the Tertiary / Professional Education Commission.

And

Minimum of 03 years experience in a Staff Level Post in a Government or semi-government or state institution or in a reputed private sector manufactory relevant to the field, after obtaining this qualification.

Internal Applicants – (01 or 02 below)

01. Should have fulfilled the above qualifications for external applicants.
02. Should have completed minimum of 05 years satisfactory service period in the relevant field, in the Junior Management Service (JM 1-1) Category.

Age :

Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

05. SHROFF

Management Assistant Services
(Non-Technical) Category (MA 1-1)
01 Vacancy

Salary Scale :

MA 1-1 – 27910 – 10 x 300 – 7 x 350 – 4 x 495 – 20 x 660 – 48,540/= . (Entitled from 01.01.2020 as per Management Services Circular 02/2016. Government approved allowances and allowances given by the Corporation will also be offered. Starting salary to the date (01.01.2020) is Rs. 27,910/=.

Qualifications :

External Applicants – (Compulsory General Qualifications)

- a) G.C.E. (Ordinary Level) Examination
Should have passed six (6) subjects with credits for four (4) subjects including:
- Sinhala / Tamil
 - Mathematics
 - English Language (if required, according the role of duty)
- b) Should have passed three (3) subjects (except Common General Test) in G.C.E. (A/L) Examination.

And

(Having followed a Course of Word Processing / Typewriting, accepted by Tertiary & Vocational Education Commission or equal eligibilities can be produced as qualifications, whenever necessary).

Specific Other Qualifications relevant for non-technical Management Assistant positions :-

Shroff

Should have 01 year experience in a reputed institution.

Internal Applicants –

- a) Primary Grade – Employees with following qualifications as in (a), (b), (c) and (d) in the category of non-skilled, semi-skilled and skilled service, can apply for this.
- b) G.C.E. (Ordinary Level) Examination
Should have passed six (6) subjects with credits for four (4) subjects including:
- Sinhala / Tamil
 - Mathematics
 - English Language (if required, according the role of duty)
- c) The appointment should be permanent and confirmed.
- d) Immediately before the required date, excellent and continuous service period of 05 years, subject to a permanent appointment, should have been completed.

Note :

A period of training in which a person has served or was employed as a condition of appointment before being permanently appointed to a certain post is not counted for the five year period of employment to qualify for the required qualification as mentioned in the above para 'c'. Any temporary /casual service period before confirmation in the permanent appointment will not be counted to qualify as mentioned in the above para 'c'.

Age :

Should be not less than 18 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

Other :

Common for all applicants.

- Should be a citizen of Sri Lanka.
- Should be prepared to fulfill duties entrusted efficiently and to serve in any part of the country and in good physical and mental condition.
- Should be with excellent character.

Method of Recruitment :

Recruitments will be made through a structured interview by a Board appointed by the Officer authorized for appointments, as per the recruitment procedures of the Corporation.

Employee will contribute 8% of the salary and 12% by the employer to the Employees Provident Fund and further 3% to the Employees Trust Fund by the employer.

Applicants in the employment of government departments, state corporations and statutory boards should submit their applications through their respective Heads of the Departments. Fully completed bio-data with certified copies of certificates should have been attached to the application. Applications not attached with certified copies of certificates will be rejected.

A self-prepared application should be sent by registered post addressed to the Chairman, Sri Lanka Ayurvedic Drugs Corporation, No. 93, Old Kottawa Road, Nawinna, Maharagama or sent by e-mail: chairmanayurveda@gmail.com to receive on or before 18.05.2020. Your contact Telephone No. and the addresses of two non-related referees along with their Telephone Nos. should be mentioned in the application. The position applied for, should be mentioned on the top left hand corner of the envelope containing application or top of the e-mail, if sent by e-mail.

The Corporation will not be responsible for the applications received late and applications which will be misplaced in the post.

**Chairman,
Sri Lanka Ayurvedic Drugs Corporation.**

27.04.2020