

NATIONAL MEDICINES REGULATORY AUTHORITY (NMRA)

VACANCIES

Applications are hereby invited from qualified citizens of Sri Lanka for the following posts, lying vacant in the National Medicines Regulatory Authority.

These posts are permanent, and entitled to the contributions to the Employees Provident Fund (EPF) and without transfers.

02. Post of Development Officer - (03 Posts)

Qualifications :

Having a Degree in one of the following fields, recognized by the University Grants Commission (UGC)

- BSc. Special Degree in Micro Biology / Molecular Biology or any other field in the Biology Sector or
- BSc. Ordinary Degree with Micro Biology / Molecular Biology / Bio-Chemistry as a subject (with a first class or second class pass).
- BSc. Ordinary Degree with Physics as a subject (with a first or second class pass)
- B.A. in Mass Communication (Special) Degree

Age : Not less than 22 years and not more than 45 years of age.

Salary step related to the post :

Salary step as per the Management Circular No. 02/2016 in salary scale MA 3-2016 (32,200 - 106445 - 11x660 - 102730 - 5x790 - 94,960) and approved allowances.

Method of Recruitment : By a written Competitive Examination and/or by structural interview from shortlisted candidates.

Syllabus for the written test

- (a) Language proficiency
 - (b) Aptitude Test
 - (c) Subject knowledge relevant to the post
- (a) Language Proficiency :** A question paper to measure the knowledge and ability of the candidate of his/her expression, comprehension, spelling, and usage of grammar rules and practice
- (b) Aptitude Test :** The aptitude and the capability of the candidate to carryout the duties and tasks of the post is tested.
- (c) Subject knowledge relevant to the Post :** The subject knowledge of the candidate relevant to the post is examined.

Closing Date of Applications : On 07.08.2020

02. Post of Technical Officer (Civil) - (01 Post)

Qualifications :

Having obtained a Competency / Proficiency Certificate in the Civil Technical field, not less than level five (05) of the National Vocational Qualifications (NVQ 5) issued by a reputed Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission (TVEC).

Age : Not less than 18 years and not more than 45 years of age.

Salary point relevant to the post :

Salary step relevant to the salary scale of MA 2-2-2016 (30,300 - 108,300 - 7x350 - 4x600 - 20x710 - 52,560) as per the Management Circular 02/2016

Method of Recruitment : By way of a written competitive test and/or a structured interview from the short-listed candidates selected as most suitable among those who are qualified for the post.

Syllabus of the written competitive test

- (a) Language proficiency
 - (b) Aptitude Test and General Knowledge
 - (c) Subject knowledge relevant to the post
- (a) Language Proficiency :** A question paper to measure out the knowledge of the candidate on the matters, relevant to his expression, articulation, comprehension, spelling, and the usage/practice of General Grammar rules.
- (b) Aptitude Test :** A question to examine the aptitude and skills of the candidate to carryout the duties assigned to the post, well and to test his knowledge on present, prevailing conditions.
- (c) Subject knowledge relevant to the post :** A question paper to measure the knowledge of the candidate on the subject matter, relevant to the post.

Closing Date of Applications : 11.08.2020.

03. Management Assistant (Non-Technical) - (18 Posts)

Qualifications :

- (a) Should have passed the G.C.E. (Ordinary Level) Examination in six (06) subjects in one sitting with 05 credit passes, including
 - (i) Sinhala / Tamil
 - (ii) Mathematics
 - (iii) English Language
 - (b) Should have passed G.C.E. (Advanced Level) Examinations with minimum of three subjects (excluding Common General Test).
 - (c) Other required qualifications relevant to the post.
- Having followed a course in Computer Word Processing (Type Setting, recognized by the Tertiary and Vocational Education Commission TVEC), or any other similar level of competency / skills.

Age : Should be not less than 18 years and not more than 45 years of age.

Salary step relevant to the post :

Salary step entitled to the salary scale of MA 1-1-2016 (27,910 - 108,300 - 7x350 - 4x695 - 20x660 - 48,540) as per the Management Circular 02/2016 and approved allowances.

Method of Recruitment : By a written competitive test, and/or by a structured interview from the short-listed candidates, who are selected as most suitable among those who have fulfilled the necessary qualifications, relevant to the post.

Syllabus for the written competitive test

- (a) Language Proficiency
 - (b) Aptitude Test and General Knowledge
 - (c) Computer Literacy Test
- (a) Language Proficiency :** A question paper to measure the knowledge of the candidate's expression, articulation, spelling and of General Grammar rules, usage/practice.
- (b) Aptitude Test and the General Knowledge :** A question paper to examine the aptitude and skills of the candidate to carry out the duties entrusted to the post, well and to test his knowledge on present, prevailing conditions / situations.
- (c) Computer Literacy Test :** A test, to measure the knowledge and capability of the candidate regarding relevant basic concepts relevant to Information Technology (IT) and of the various practices, usages relating to Computer Literacy, and File Management, etc.

Closing Date of Applications : 04.08.2020.

● Candidates for the post of Management Assistant, should have to pay a sum of Rs. 1,000/- in favour of the National Medicines Regulatory Authority credited to A/C No. 79088835 of Regent Branch Bank of Ceylon (BOC) and the receipt obtained in the name of candidate should be affixed firmly to the application.

Other Facts :

- All the applicants
 - (i) Should be citizens of Sri Lanka.
 - (ii) Should be physically fit and mentally sound, to carryout the duties entrusted to the post, well.
 - (iii) Should have an excellent moral character.
 - (iv) Should have fulfilled the basic qualifications, needed to the above posts, as at the closing date of applications.
- Applicants who are already employed in the Public Sector / (Government, Semi-Government Institutions) should forward their applications through the Heads of their Departments / Institutions.
- National Medicines Regulatory Authority (NMRA) is situated at the following address only, at there are No Branch Offices.

Duly and correctly perfected applications, marked the post applied for, on the top left hand corner of the envelope enclosing applications, should be sent by Registered Post, addressed to the **Chief Executive Officer (CEO), National Medicines Regulatory Authority (NMRA), No. 120, Norris Canal Road, Colombo** to reach on or before the prescribed closing date.

Chairman

National Medicines Regulatory Authority

National Medicines Regulatory Authority

Application for the Post of

1. Name in Full :
2. Name with Initials :
3. Address :
4. Resident District :
5. Date of Birth :
6. Age : Years : Months : Days :
7. Sex :
8. National Identity Card (NIC) No :
9. Medium sitting for the Examination :
10. Telephone No : Fixed : Mobile :
E-mail address :
11. Educational Qualifications :
12. Professional / Vocational Qualifications :
13. Experience :
14. Names, Telephone Nos. and Addresses of two (02) non-related referees :

I hereby declare that all the particulars given by me above, are true, accurate and correct, as to my knowledge and belief.

Date :

(Signature of the Applicant)

N B :

Applications should be prepared and filled as per the application format given above, only and copies of certificates to prove all your educational and professional / vocational qualifications, should be forwarded along with the applications.