



# SRI LANKA AYURVEDIC DRUGS CORPORATION



Applications are invited from Sri Lankan Applicants for the following posts that are vacant at the [Sri Lanka Ayurvedic Drugs Corporation].

## 01. General Manager – (Senior Manager Service Category (HM 2-1) – 01 Post

### Salary Scale :

HM 2-1 – 91,645 – 12 x 2,700 – 124,045/- (Is entitled to this salary scale from 01.01.2020 as per Management Service Circular No. 02/2016). Is also entitled to the government approved allowances and to the allowances paid by the corporation. Starting salary as at 01.01.2020 is Rs. 93,020/-.

### Qualifications:

#### External Applicants

- Should have obtained a Bachelor's degree in Business Administration / Business Management / Public Management / Human Resources Management / Engineering / Commerce / Public Administration / Ayurvedic Medical Surgery obtained from a university recognized by the University Grants Commission

#### With

Postgraduate (Masters) degree in a relevant subject field or should have obtained the Associate membership of a reputed professional institute in Management

#### And

Should have at least 20 years' experience in Managerial posts in a government corporation, statutory board or in a reputed private sector institution after obtaining the degree. (Out of this at least 05 years should be in a Senior Management level position)

#### Or

- Should have obtained a Bachelor's degree in Business Administration / Business Management / Public Management / Human Resources Management / Engineering / Commerce / Public Administration / Ayurvedic Medicine and Surgery obtained from a university recognized by the University Grants Commission

#### And

Being an officer having an excellent service record with at least 05 years' experience in a Senior Managerial post in a government corporation, statutory board or in a reputed private sector institution after obtaining the degree.

#### Internal Applicants

Should have completed a successful service period of at least 05 years in the relevant subject field in a senior managerial service category post in the institution.

With specific proficiency in providing leadership to teams engaged in multi duty tasks and efficiently managing the human resources and other resources

### Age :

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

## 02. Technical Officer (Civil) – Junior Managerial Service Category – (JM 1-1) – 01 Post

### Salary Scale :

JM 1-1 – 42,600 – 10 x 775 – 18 x 1135 – 70,580/- (Is entitled to this salary scale from 01.01.2020 as per Management Service Circular No. 02/2016). Is also entitled to the government approved allowances and to the allowances paid by the corporation. Starting salary as at 01.01.2020 is Rs. 42,600/-.

### Qualifications:

#### External Applicants

- Should have obtained a degree in a specialized subject field in Engineering recognized by the University Grants Commission
- Should have obtained the National Diploma in Technology (NDT) (Civil) recognized by the University Grants Commission
- Should have obtained a Proficiency Certificate of not less than NVQ Level 07 issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

#### And

Should have obtained two (02) years of service experience in the relevant field in a reputed institution after obtaining the qualification

#### or

- Should have obtained a Proficiency Certificate of not less than NVQ Level 06 issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

#### And

Should have obtained five (05) years of service experience in the relevant field in a government corporation, board, statutory institution or a reputed private sector institution after obtaining the qualification

#### Or

- Should have obtained a Proficiency Certificate of not less than NVQ Level 05 issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

#### And

Should have obtained ten (10) years of service experience in the relevant field in a government corporation, board, statutory institution or a reputed private sector institution after obtaining the qualification

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

- Should have fulfilled the qualifications for the external applicants as stated above
- Should have completed a successful service period of at least five (05) years in a civil field post in Grade II of the Management Assistant Non-Technical (MA 2-1) Service Category

### Age :

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

## 3. Technical Officer (Mechanical / Electrical) – Junior Managerial Service Category – (JM 1-1) – 01 Post

### Salary Scale:

JM 1-1 – 42,600 – 10 x 775 – 18 x 1135 – 70,580/- (Is entitled to this salary scale from 01.01.2020 as per Management Service Circular No. 02/2016). Is also entitled to the government approved allowances and to the allowances paid by the corporation. Starting salary as at 01.01.2020 is Rs. 42,600/-.

### Qualifications:

#### External Applicants

- Should have obtained a degree in a specialized subject field in Engineering recognized by the University Grants Commission
- Should have obtained the National Diploma in Technology (NDT) (Mechanical or Electrical) recognized by the University Grants Commission
- Should have obtained a Proficiency Certificate of not less than NVQ Level 07 issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

#### And

Should have obtained two (02) years of service experience in the relevant field in a reputed institution after obtaining the qualification

#### or

- Should have obtained a Proficiency Certificate of not less than NVQ Level 06 issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

#### And

Should have obtained five (05) years of service experience in the relevant field in a government corporation, board, statutory institution or a reputed private sector institution after obtaining the qualification

#### Or

- Should have obtained a Proficiency Certificate of not less than NVQ Level 05 issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

#### And

Should have obtained ten (10) years of service experience in the relevant field in a government corporation, board, statutory institution or a reputed private sector institution after obtaining the qualification

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

- Should have fulfilled the qualifications for the external applicants as stated above
- Should have completed a successful service period of at least five (05) years in Mechanical / Electrical field post in Grade II of the Management Assistant Non-Technical (MA 2-1) Service Category

### Age :

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

## 4. Quality Control Officer – Junior Managerial Service Category – (JM 1-1) – 01 Post

### Salary Scale :

JM 1-1 – 42,600 – 10 x 775 – 18 x 1135 – 70,580/- (Is entitled to this salary scale from 01.01.2020 as per Management Service Circular No. 02/2016). Is also entitled to the government approved allowances and to the allowances paid by the corporation. Starting salary as at 01.01.2020 is Rs. 42,600/-.

### Qualifications:

#### External Applicants

Should have obtained a degree in Chemistry / Physics / Biology / Food Technology recognized by the University Grants Commission

#### And

Should have obtained two (02) years of service experience in the relevant field in a laboratory in a government corporation, board, statutory institution or a reputed private sector institution after obtaining the qualification

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

- Should have fulfilled the qualifications for the external applicants as stated above
- Should have completed a successful service period of at least five (05) years in Quality Control field post in Grade II of the Management Assistant Non-Technical (MA 2-1) Service Category

### Age :

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

## 5. Technical Assistant (Mechanical) – Management Assistant (Technological) Service Category (MA 2-1) 01 Post

### Salary Scale :

MA 2-1 – 30,310 – 10 x 300 – 7 x 350 – 4 x 495 – 20 x 620 – 50,940/- (Is entitled to this salary scale from 01.01.2020 as per Management Service Circular No. 02/2016). Is also entitled to the government approved allowances and to the allowances paid by the corporation. Starting salary as at 01.01.2020 is Rs. 30,310/-.

### Qualifications

#### External Applicants

Should have obtained a Proficiency Certificate after following a Mechanical technology Course of not less than NVQ Level Five (NVQ 05) issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

### And

Obtaining practical experience by completing at least two years of service as a Mechanical Technician in a reputed institution will be considered as an additional qualification.

#### Internal Applicants

Above mentioned qualifications for the External Candidates will be applicable

### Age :

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

## 6. Management Assistant – Management Assistant (Non-Technical) Service Category (MA 1-1) – 07 Posts

### Salary Scale :

MA 1-1 – 27,910 – 10 x 300 – 7 x 350 – 4 x 495 – 20 x 660 – 48,540/- (Is entitled to this salary scale from 01.01.2020 as per Management Service Circular No. 02/2016). Is also entitled to the government approved allowances and to the allowances paid by the corporation. Starting salary as at 01.01.2020 is Rs. 27,910/-.

### Qualifications (Mandatory General Qualifications)

#### External Applicants

- At the General Certificate of Education (Ordinary Level) Examination should have passed in six (06) subjects in one sitting with credit passes in four (04) subjects including
  - Sinhala / Tamil
  - Mathematics and
  - English Language

- Should have passed in at least three (03) subjects (except General Common Test) at the General Certificate of Education (Advanced Level) Examination

#### And

(Should have followed a course recognized by the Tertiary and Vocational Education Commission in Computer Word Processing / Typewriting or any other proficiency of similar level may be entered as qualification at appropriate instances)

#### Internal Applicants

- Primary Grade – Employees in non-skilled, semi-skilled and skilled service categories who have the qualifications mentioned in "b", "c" and "e" below may apply
- At the General Certificate of Education (Ordinary Level) Examination should have passed in six (06) subjects with credit passes in four (04) subjects including
  - Sinhala / Tamil
  - Mathematics and
  - English Language
- Should be holding a permanent post in service and should have been confirmed in that appointment
- Should have completed at least five (05) years of successful continuous service in a permanent post immediately preceding the specific date

### Note :

Time period served before being appointed to a permanent post or a period served as condition for being appointed to a permanent post will not be calculated for the five year period of qualification mentioned in "e" paragraph above. Temporary / casual service period that has been served prior to be appointed to a post permanently will not be considered for the five year period of qualification mentioned in "e" paragraph above.

### Age :

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

## 7. Cashier – Management Assistant (Non-Technical) Service Category (MA 1-1) – 01 Post

### Salary Scale :

MA 1-1 – 27,910 – 10 x 300 – 7 x 350 – 4 x 495 – 20 x 660 – 48,540/- (Is entitled to this salary scale from 01.01.2020 as per Management Service Circular No. 02/2016). Is also entitled to the government approved allowances and to the allowances paid by the corporation. Starting salary as at 01.01.2020 is Rs. 27,910/-.

### Qualifications (Mandatory General Qualifications)

#### External Applicants

- At the General Certificate of Education (Ordinary Level) Examination should have passed in six (06) subjects in one sitting with credit passes in four (04) subjects including
  - Sinhala / Tamil
  - Mathematics and
  - English Language

- Should have passed in at least three (03) subjects (except General Common Test) at the General Certificate of Education (Advanced Level) Examination

#### And

(Should have followed a course recognized by the Tertiary and Vocational Education Commission in Computer Word Processing / Typewriting or any other proficiency of similar level may be entered as qualification at appropriate instances)

#### Other qualifications especially for the post :

Should have an year's experience in the relevant post in a reputed institution

#### Internal Applicants

- Primary Grade – Employees in non-skilled, semi-skilled and skilled service categories who have the qualifications mentioned in "b", "c" and "e" below may apply
- At the General Certificate of Education (Ordinary Level) Examination should have passed in six (06) subjects with credit passes in four (04) subjects including
  - Sinhala / Tamil
  - Mathematics and
  - English Language

- (c) Should be holding a permanent post in service and should have been confirmed in that appointment
- (d) Should have completed at least five (05) years of successful continuous service in a permanent post immediately preceding the specific date

**Note :**

Time period served before being appointed to a permanent post or a period served as condition for being appointed to a permanent post will not be calculated for the five year period of qualification mentioned in "c" paragraph above. Temporary / casual service period that has been served prior to be appointed to a post permanently will not be considered for the five year period of qualification mentioned in "c" paragraph above.

**Age :**

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

## 8. Audit Assistant – Management Assistant (Non-Technical) Service Category (MA 1-1) – 01 Post

**Salary Scale :**

MA 1-1 – 27,910 – 10 x 300 – 7 x 350 – 4 x 495 – 20 x 660 – 48,540/- (Is entitled to this salary scale from 01.01.2020 as per Management Service Circular No. 02/2016). Is also entitled to the government approved allowances and to the allowances paid by the corporation. Starting salary as at 01.01.2020 is Rs. 27,910/-.

**Qualifications (Mandatory General Qualifications)****External Applicants**

- (a) At the General Certificate of Education (Ordinary Level) Examination should have passed in six (06) subjects in one sitting with credit passes in four (04) subjects including
- Sinhala / Tamil
  - Mathematics and
  - English Language
- (b) Should have passed in at least three (03) subjects (except General Common Test) at the General Certificate of Education (Advanced Level) Examination

**And**

(Should have followed a course recognized by the Tertiary and Vocational Education Commission in Computer Word Processing / Typewriting or any other proficiency of similar level may be entered as qualification at appropriate instances)

**Other qualifications especially for the post :**

Should have followed a course in a recognized institute in auditing and should have an year's experience in the relevant field in a reputed institution

**Internal Applicants**

- (a) Primary Grade – Employees in non-skilled, semi-skilled and skilled service categories who have the qualifications mentioned in "b", "c" and "e" below may apply
- (b) At the General Certificate of Education (Ordinary Level) Examination should have passed in six (06) subjects with credit passes in four (04) subjects including
- Sinhala / Tamil
  - Mathematics and
  - English Language

- (c) Should be holding a permanent post in service and should have been confirmed in that appointment

- (d) Should have completed at least five (05) years of successful continuous service in a permanent post immediately preceding the specific date

**Note :**

Time period served before being appointed to a permanent post or a period served as condition for being appointed to a permanent post will not be calculated for the five year period of qualification mentioned in "e" paragraph above. Temporary / casual service period that has been served prior to be appointed to a post permanently will not be considered for the five year period of qualification mentioned in "e" paragraph above.

**Age :**

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

## 9. Mobile Marketing Assistant – Management Assistant (Non-Technical) Service Category (MA 1-1) – 01 Post

**Salary Scale :**

MA 1-1 – 27,910 – 10 x 300 – 7 x 350 – 4 x 495 – 20 x 660 – 48,540/- (Is entitled to this salary scale from 01.01.2020 as per Management Service Circular No. 02/2016). Is also entitled to the government approved allowances and to the allowances paid by the corporation. Starting salary as at 01.01.2020 is Rs. 27,910/-.

**Qualifications (Mandatory General Qualifications)****External Applicants**

- (a) At the General Certificate of Education (Ordinary Level) Examination should have passed in six (06) subjects in one sitting with credit passes in four (04) subjects including
- Sinhala / Tamil
  - Mathematics and
  - English Language
- (b) Should have passed in at least three (03) subjects (except General Common Test) at the General Certificate of Education (Advanced Level) Examination

**And**

(Should have followed a course recognized by the Tertiary and Vocational Education Commission in Computer Word Processing / Typewriting or any other proficiency of similar level may be entered as qualification at appropriate instances)

**Other qualifications especially for the post:**

Should have followed a course in Marketing and should have an year's experience in a reputed institution in marketing

**Internal Applicants**

- (a) Primary Grade – Employees in non-skilled, semi-skilled and skilled service categories who have the qualifications mentioned in "b", "c" and "e" below may apply
- (b) At the General Certificate of Education (Ordinary Level) Examination should have passed in six (06) subjects with credit passes in four (04) subjects including
- Sinhala / Tamil
  - Mathematics and
  - English Language

- (c) Should be holding a permanent post in service and should have been confirmed in that appointment

- (d) Should have completed at least five (05) years of successful continuous service in a permanent post immediately preceding the specific date

**Note :**

Time period served before being appointed to a permanent post or a period served as condition for being appointed to a permanent post will not be calculated for the five year period of qualification mentioned in "e" paragraph above. Temporary / casual service period that has been served prior to be appointed to a post permanently will not be considered for the five year period of qualification mentioned in "e" paragraph above.

**Age :**

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

**Others.****Every applicant.**

- (a) Should a citizen of Sri Lanka
- (b) Should be Physically and Mentally fit to perform the duties entrusted to the post and to serve in any part of the Island
- (c) Should bear an excellent moral character

**Method of Recruitment**

Will be recruited as per the recruitment procedure of the corporation through a structured interview conducted by a board appointed by the Appointing Authority.

Appointees should contribute 8% to the Employees Provident Fund while the employer will contribute 12%. In addition to that 3% of the salary of the appointee would be contributed by the employer towards Employees Trust Fund.

Applications of the applicants from government departments, government corporations and statutory boards should be sent through their respective heads of institutions. Complete Bio - data and the certified photocopies of the relevant certificates should have been attached to the application. Applications without the certified copies of certificates will be rejected.

Self-prepared application may either be sent by registered post addressed to "Chairman, Sri Lanka Ayurvedic Drugs Corporation, No. 94, Old Kottawa Road, Nawinna, Maharagama" or by email to [sladcyacancies@gmail.com](mailto:sladcyacancies@gmail.com) to receive on or before 16.12.2020. Your telephone number and the names, addresses and Contact Nos. of two related referees should be mentioned in the application. Post applying for should be clearly indicated in the email and at the left hand top corner of the envelope containing the application.

This corporation will not bear responsibility for any loss or delay of applications in post.

**Chairman**  
**Sri Lanka AyurvedicDrugs Corporation**