



NOTICE



Applications are hereby invited from Sri Lankan applicants for the following posts that are vacant at the Sri Lanka Ayurvedic Drugs Corporation

01. Assistant General Manager (Marketing) – Senior Management Service Category (HM 1-1) – 01 Post

HM 1-1 – Rs. 80,295 – 15 x 2,270 – 114,345/-

Also entitled to the government approved allowances and the allowances paid by the Corporation.

Starting salary as at 01.01.2023 is Rs. 80,295/-

Qualifications

External Applicants

A degree obtained in Marketing Management / Business Administration / Business Management / B.Com recognized by the University Grants Commission

And

Should have obtained a postgraduate degree (Master's) in the relevant field or should have obtained an Associate Membership in a recognized Chartered Professional Institute compatible to the subject field relevant to the post

And

At least fifteen (15) years experience in the relevant field at a "Manager 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 mentioned above for the external applicants
2. Should have completed a satisfactory service period of at least five (05) years in the relevant subject field in a Grade 1 post in the Management Service (MM) Category

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

02. Assistant General Manager (Human Resources and Administration) – Senior Management Service Category (HM 1-1) – 01 Post

HM 1-1 – Rs. 80,295 – 15 x 2,270 – 114,345/-

Also entitled to the government approved allowances and the allowances paid by the Corporation.

Starting salary as at 01.01.2023 is Rs. 80,295/-

Qualifications

External Applicants

A degree obtained in Human Resources Management / Law / Business Management / Public Administration / Business Administration recognized by the University Grants Commission

And

Should have obtained a postgraduate degree (Master's) in the relevant field or should have obtained an Associate Membership in a recognized Chartered Professional Institute compatible to the subject field relevant to the post

And

At least fifteen (15) years experience in the relevant field at a "Manager Level" post in Government, Government Corporation, Board, Statutory Institution or reputed

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

06. Manager (Supplies) – Management Service Category (MM 1-1) – 01 Post

MM 1-1 – Rs. 53,175 – 10x1,375 – 15x1,910 - 95,575/-

Also entitled to the government approved allowances and the allowances paid by the Corporation.

Starting salary as at 01.01.2023 is Rs. 53,175/-

Qualifications

External Applicants

1. Should have obtained a degree in Commerce / Marketing / Economics / Business Administration / Public Administration / Business Management subjects or any other degree in the subject field relevant to the post recognized by the University Grants Commission

And

At least one (01) year's experience in a post relevant to Supplies and Materials Management or Procurement fields in Government, Semi - Government Institution or reputed private institution after obtaining the degree

Internal Applicants (1 or 2 below)

1. Should have fulfilled the qualifications mentioned above for the external applicants
2. Should have completed a satisfactory service period of at least five (05) years in the relevant subject field in a post in the Junior Manager (JM 1-1) Service Category

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

07. Security Officer – Junior Management Service Category (JM 1-1) – 01 Post

JM 1-1 – Rs. 42,600 – 10x755 – 18x1,135 – 70,580/-

Also entitled to the government approved allowances and the allowances paid by the Corporation.

Starting salary as at 01.01.2023 is Rs. 42,600/-

Qualifications

External Applicants

1. Should have obtained a degree recognized by the University Grants Commission

And

At least two (02) years service experience in security activities in the tri forces, police or in a Government, Semi - Government Institution or reputed private institution after obtaining the qualifications

Internal Applicants (1 or 2 below)

1. Should have fulfilled the qualifications mentioned above for the external applicants

External Applicants

A degree obtained in Human Resources Management / Law / Business Management / Public Administration / Business Administration recognized by the University Grants Commission

And

Should have obtained a postgraduate degree (Master's) in the relevant field or should have obtained an Associate Membership in a recognized Chartered Professional Institute compatible to the subject field relevant to the post

And

At least fifteen (15) years experience in the relevant field at a "Manager 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 mentioned above for the external applicants
2. Should have completed a satisfactory service period of at least five (05) years in the relevant subject field in a Grade 1 post in the Management Service (MM) Category

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

03. Assistant General Manager (Finance) – Senior Management Service Category (HM 1-1) – 01 Post

HM 1-1 – Rs. 80,295 – 15 x 2,270 – 114,345/-

Also entitled to the government approved allowances and the allowances paid by the Corporation.

Starting salary as at 01.01.2023 is Rs. 80,295/-

Qualifications**External Applicants**

A degree obtained in Business Administration / Business Management / Accountancy / Finance Management / B.Com recognized by the University Grants Commission

And

Should have obtained a postgraduate degree (Master's) in the relevant field or should have obtained an Associate Membership in a recognized Chartered Professional Institute compatible to the subject field relevant to the post

And

At least fifteen (15) years experience in the relevant field at a "Manager 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 mentioned above for the external applicants
2. Should have completed a satisfactory service period of at least five (05) years in the relevant subject field in a Grade 1 post in the Management Service (MM) Category

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

04. Manager (Factory) – Management Service Category

(MM 1-1) – 01 Post

MM 1-1 – Rs. 53,175 – 10x1,375 – 15x1,910 – 95,575/-

Also entitled to the government approved allowances and the allowances paid by the Corporation.

Starting salary as at 01.01.2023 is Rs. 53,175/-

External Applicants (Qualifications – 01 or 02 below)

External Applicants

1. Should have obtained a degree recognized by the University Grants Commission

And

At least two (02) years service experience in security activities in the tri forces, police or in a Government, Semi – Government Institution or reputed private institution after obtaining the qualifications

Internal Applicants (1 or 2 below)

1. Should have fulfilled the qualifications mentioned above for the external applicants
2. Should have completed a satisfactory service period of at least five (05) years in a post relevant to security field in Grade II of the Management Assistant (Non Technical) (MA 1-1) Service Category

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

08. Administrative Officer – Junior Management Service Category (JM 1-1) – 01 Post

JM 1-1 – Rs. 42,600 – 10x755 – 18x1,135 – 70,580/-

Also entitled to the government approved allowances and the allowances paid by the Corporation.

Starting salary as at 01.01.2023 is Rs. 42,600/-

Qualifications**External Applicants**

1. Should have obtained a degree in Human Resources / Business Administration / Management / Public Administration recognized by the University Grants Commission

And

At least two (02) years service experience in Human Resources Management or in the administration field in a Government Corporation, Board, Statutory Institution or reputed private institution after obtaining the qualifications

Internal Applicants (1 or 2 below)

1. Should have fulfilled the qualifications mentioned above for the external applicants
2. Should have completed a satisfactory service period of at least five (05) years in a post relevant to security field in Grade II of the Management Assistant (Non Technical) (MA 1-1) Service Category

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

09. Supplies Officer – Junior Management Service Category

(JM 1-1) – 01 Post

JM 1-1 – Rs. 42,600 – 10x755 – 18x1,135 – 70,580/-

Also entitled to the government approved allowances and the allowances paid by the Corporation.

Starting salary as at 01.01.2023 is Rs. 42,600/-

Qualifications**External Applicants**

1. Should have obtained a degree in Commerce / Marketing / Economics / Business Administration / Public Administration / Business Management subjects or any other degree in the subject field relevant to the post recognized by the University Grants Commission

Internal Applicants (1 or 2 below)

1. Should have fulfilled the qualifications mentioned above for the external

Also entitled to the government approved allowances and the allowances paid by the Corporation.

Starting salary as at 01.01.2023 is Rs. 53,175/-

External Applicants (Qualifications – 01 or 02 below)

1. A degree obtained in Mechanical Engineering / B. Sc. Engineering / Production Management / Electrical Engineering recognized by the University Grants Commission

And

At least three (03) years experience in the relevant field at a "Staff Officer Level" post in Government, Semi – Government Institution or reputed private Manufactory after obtaining the degree

2. Should have obtained a Proficiency Certificate of not less than NVQ Level Seven (07) issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

And

At least three (03) years experience in the relevant field at a "Staff Officer Level" post in Government, Semi – Government Institution or reputed private Drug Manufactory after obtaining the qualifications

Internal Applicants (1 or 2 below)

1. Should have fulfilled the qualifications mentioned above for the external applicants
2. Should have completed a satisfactory service period of at least five (05) years in the relevant subject field in a post in the Junior Manager (JM 1-1) Service Category

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

05. Manager (Costing) – Management Service Category (MM 1-1) – 01 Post

MM 1-1 – Rs. 53,175 – 10x1,375 – 15x1,910 – 95,575/-

Also entitled to the government approved allowances and the allowances paid by the Corporation.

Starting salary as at 01.01.2023 is Rs. 53,175/-

External Applicants (Qualifications – 01 or 02 below)

1. A degree obtained in Accountancy / Commerce / Economics / Finance Management recognized by the University Grants Commission

And

At least three (03) years experience relevant to costing at a "Staff Officer Level" post in Government, Semi – Government Institution or reputed private institution after obtaining the degree

2. Should have passed the Intermediate Level Examination of a Sri Lanka Chartered Professional Institute

And

At least three (03) years experience in Accountancy or Finance Management field at a "Staff Officer Level" post in Government, Semi – Government Institution or reputed private Drug Manufactory after obtaining the qualifications

Internal Applicants (1 or 2 below)

1. Should have fulfilled the qualifications mentioned above for the external applicants
2. Should have completed a satisfactory service period of at least five (05) years in the relevant subject field in a post in the Junior Manager (JM 1-1) Service Category

subjects of any other degree in the subject field relevant to the post recognized by the University Grants Commission

Internal Applicants (1 or 2 below)

1. Should have fulfilled the qualifications mentioned above for the external applicants
2. Should have completed a satisfactory service period of at least five (05) years in a post relevant to security field in Grade II of the Management Assistant (Non Technical) (MA 1-1) Service Category

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

10. Officer In Charge (Stores / Sales Centre) - Management Assistant (Non-Technical) Service Category

(MA 1-1) - 01 Post (Will be deployed at Sales Centres and Stores of the Sri Lanka Ayurvedic Drugs Corporation established islandwide.)

MA 1-1 - Rs. 27,910 - 10X300 - 7X350 - 4X495 - 20X660 - 48,540/=

Also entitled to the government approved allowances and other allowances granted by the Corporation

Initial Salary as at 01.01.2023 – Rs. 27,910/-

Qualifications:

External Applicants (Mandatory general qualifications)

- (a) Should have passed the G.C.E. (Ordinary Level) examination in six subjects in one and same sitting, with four credit passes including
 - i) Sinhala / Tamil
 - ii) Mathematics
 - iii) English Language (only if it is necessary according to the current task)
- (b) Should have passed the G.C.E. (Advanced Level) examination, with minimum three (03) subjects (excluding the common general test).

And

(Having followed a course in Computer Word Processing, Type Setting recognized by the Tertiary and Vocational Education Commission (TVEC) or other similar level competencies / qualifications, may be included on the relevant occasions, as the required qualifications).

(c) Special other qualifications relevant to the Post

Officer In Charge (Sales Centre) - Should have followed a course in Marketing and should have one (01) year's experience in marketing at a reputed institution.

Officer In Charge (Stores) – Should have followed a course in storekeeping in a government or reputed private institution and one (01) 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 category, having the qualifications mentioned in 'b', 'c' and 'd' below are eligible to apply for the above post.
- (b) Should have passed the G.C.E. (Ordinary Level) examination in six subjects with four credit passes including
 - i. Sinhala / Tamil
 - ii. Mathematics
 - iii. English language (only if required for current task)
- (c) Should be in the permanent cadre and have been confirmed in the post.
- (d) Should have completed a continuous satisfactory service period of at least 05 years in a permanent appointment previously, immediately prior to the stipulated date.

Note : A period of service carried out prior to being appointed permanently to a post or a period of training served as a condition to be appointed permanently to a post will not be considered as the five years of period for qualification, mentioned in Para "d", above periods of a temporary / casual services worked prior to be appointed permanently to a post will not be considered as the qualifying period of 05 years given in Para 'd' above.

Age : Should be not less than 18 years and not more than 45 years of age. This upper age limit will not be applicable to the internal applicants.

11. Officer-in-Charge (Herbal Gardens) - Management Assistant (Non-Technical) Service Category (MA – 1-1) - 01 Post

MA 1-1 – Rs. 27,910 – 10X300 – 7X350 – 4X495 – 20X660 – 48,540/ =

Also entitled to the government approved allowances and other allowances granted by the Corporation

Initial Salary as at 01.01.2023 – Rs. 27,910/-

Qualifications:

External Applicants (Mandatory general qualifications)

- (a) Should have passed the G.C.E. (Ordinary Level) examination in six subjects, in one and same sitting, with four credit passes including
 - i. Sinhala / Tamil
 - ii. Mathematics
 - iii. English Language (only if it is necessary according to the current task)
- (b) Should have passed the G.C.E. (Advanced Level) examination, with minimum three (03) subjects (excluding the common general test).

And

(Having followed a course in Computer Word Processing, Type Setting recognized by the Tertiary and Vocational Education Commission (TVEC) or other similar level competencies / qualifications, may be included on the relevant occasions, as the required qualifications).

- (c) Special other qualifications relevant to the post:-
Should have followed a course in agriculture (This requirement is not applicable to those who have passed the Advanced Level in agriculture stream)

Internal applicants:

- (a) Primary grade – Employees in non skilled, semi skilled and skilled service category, having the qualifications mentioned in 'b', 'c' and 'd' below are eligible to apply for the above post.
- (b) Should have passed the G.C.E. (Ordinary Level) examination in six subjects with four credit passes including
 - i. Sinhala / Tamil
 - ii. Mathematics
 - iii. English language (only if required for current task)
- (c) Should be in the permanent cadre and have been confirmed in the post.
- (d) Should have completed a continuous satisfactory service period of at least Five (05) years in a permanent appointment previously, immediately prior to the stipulated date.

Note : A period of service carried out prior to being appointed permanently to a post or a period of training served as a condition to be appointed permanently to a post will not be considered as the five years of period for qualifications, mentioned in Para "d", above periods of a temporary / casual services worked prior to be appointed permanently to a post will not be considered as the qualifying period of 05 years given in Para 'd' above.

Note : A period of service carried out prior to being appointed permanently to a post or a period of training served as a condition to be appointed permanently to a post will not be considered as the five years of period for qualifications, mentioned in Para "d", above periods of a temporary / casual services worked prior to be appointed permanently to a post will not be considered as the qualifying period of 05 years given in Para 'd' above.

Age : Should be not less than 18 years and not more than 45 years. This upper age limit will not be applicable to the internal applicants.

12. Management Assistant (Non-Technical) Service Category (MA – 1-1) - 02 Posts

MA 1-1 – Rs. 27,910 – 10X300 – 7X350 – 4X495 – 20X660 – 48,540/ =

Also entitled to the government approved allowances and other allowances granted by the Corporation

Initial Salary as at 01.01.2023 – Rs. 27,910/-

Qualifications:

External Applicants (Mandatory general qualifications)

- (a) Should have passed the G.C.E. (Ordinary Level) examination in six subjects, in one and same sitting, with four credit passes including
 - i. Sinhala / Tamil
 - ii. Mathematics
 - iii. English language (only if it is necessary according to the current task)
- (b) Should have passed the G.C.E. (Advanced Level) examination, with minimum three (03) subjects (excluding the common general test).

And

(Having followed a course in Computer Word Processing, Type Setting recognized by the Tertiary and Vocational Education Commission (TVEC) or other similar level competencies / qualifications, may be included on the relevant occasions, as the required qualifications).

- (c) Special other qualifications relevant to the post:-

Should have followed a course in agriculture (This requirement is not applicable to those who have passed the Advanced Level in agriculture stream)

Internal applicants:

- (a) Primary grade – Employees in non skilled, semi skilled and skilled service category, having the qualifications mentioned in 'b', 'c' and 'd' below are eligible to apply for the above post.
- (b) Should have passed the G.C.E. (Ordinary Level) examination in six subjects with four credit passes including
 - i. Sinhala / Tamil
 - ii. Mathematics
 - iii. English language (only if required for current task)
- (c) Should be in the permanent cadre and have been confirmed in the post.
- (d) Should have completed a continuous satisfactory service period of at least Five (05) years in a permanent appointment previously, immediately prior to the stipulated date.

Note : A period of service carried out prior to being appointed permanently to a post or a period of training served as a condition to be appointed permanently to a post will not be considered as the five (05) years of period for qualifications, mentioned in Para "d", above periods of a temporary / casual services worked prior to be appointed permanently to a post will not be considered as the qualifying period of Five (05) years given in Para 'd' above.

iii. English language (only if required for current task)

(c) Should be in the permanent cadre and have been confirmed in the post.

(d) Should have completed a continuous satisfactory service period of at least Five (05) years in a permanent appointment previously, immediately prior to the stipulated date.

Note : A period of service carried out prior to being appointed permanently to a post or a period of training served as a condition to be appointed permanently to a post will not be considered as the five (05) years of period for qualifications, mentioned in Para "d", above periods of a temporary / casual services worked prior to be appointed permanently to a post will not be considered as the qualifying period of Five (05) years given in Para 'd' above.

Age : Should be not less than 18 years and not more than 45 years. This upper age limit will not be applicable to the internal applicants.

Others

Every applicant

- a. Should be a citizen of Sri Lanka
- b. Should be mentally and physically fit to discharge the duties entrusted to the post and to serve in any part of the island.
- c. Should have an excellent moral character

Method of Recruitment

Recruitments will be made according to the recruitment procedure of the corporation through a structured interview held by a Board of interviewers, appointed by the competent authority of appointments.

Appointees should have to contribute 8% and employer 12% of the salary to Employees' Provident Fund (EPF) and in addition to the above the employer will pay 3% of the salary to Employees' Trust Fund (ETF).

Applications from the officers employed in Government Departments, State Corporations and statutory boards should be forwarded through their respective Heads of the Departments / Institutions. Complete bio-data (CV) of the applicants, together with certified photocopies of the relevant certificates, should be submitted attached to applications. Applications sans certified photocopies of the certificates, will be rejected.

Self-prepared applications addressed to the "**Chairman, Sri Lanka Ayurvedic Drugs Corporation (SLADC), No. 94, Old Kottawa Road, Nawinna, Maharagama**" should be sent by registered post, or email to : email address: **sladcvacancies@gmail.com** to be received on or before **23.11.2023**. The contact telephone No. of the applicant and names, addresses and contact telephone Nos. of two non-related referees should be indicated in the application.

The post applied for should be mentioned clearly on the top left-hand corner of the envelope, enclosing applications and in the email message sent by the applicant.

If applying for more than one post, separate applications should be submitted.

The corporation shall not bear any responsibility regarding the applications misplaced or delayed while in post or otherwise.

**Chairman,
Sri Lanka Ayurvedic Drugs Corporation**