

CORRECTION NOTICE

This refers to the above vacancy advertisement published in the page number 50 of Sunday Observer of 16th November 2025 and please note that the qualifications and other details should be corrected to read as;

NATIONAL MEDICINES REGULATORY AUTHORITY
JOB VACANCIES

The National Medicines Regulatory Authority invites applications from qualified Sri Lankan citizens for the following positions.

These posts are permanent, entitled to Employees' Provident Fund and Employees' Trust Fund. Since The National Medicines Regulatory Authority is located only in Colombo and no other branch offices, transfer to another place is not effective.

01. LEGAL OFFICER: (Number of Vacancies - 01)

QUALIFICATIONS:

External Applicants

Should have obtained a degree in Law recognized by the University Grants Commission and taken oaths as an Attorney-at-Law of the Supreme Court.
And

Should have obtained at least one (01) year of work experience in the relevant field after taking oaths as an Attorney at the Supreme Court.

Internal Applicants

Qualifications mentioned above for external applicants should have been fulfilled.

Age: Should not be less than 22 years and not more than 45 years. The maximum age limit does not apply to internal applicants.

Salary Step applicable to the Post: As per Management Services Circular 01/2025, the initial salary step of Rs. 71,730/- as at 01.01.2025 in the salary scale of Rs. (91,690 – 10 X 2,480 – 15 X 3,450 –168,240) MM 1-1-2025 and approved allowances.

Method of Recruitment : Selection will be done based on the results of an open competitive examination and/or a structured interview conducted by a panel appointed by the Appointing Authority.

The marks awarded in the structured interview will be as follows:

Relevant Experience	-	30 marks
Relevant Additional Educational Qualifications	-	30 marks
Other Skills/Performance	-	15 marks
Skills performed at the Interview	-	25 marks
Total	-	100 marks

02. MANAGEMENT ASSISTANT (NON-TECHNICAL)

QUALIFICATIONS:

External Applicants

Educational Qualifications

- (a) Should have passed the General Certificate of Education (O/L) examination in six subjects (06) in one sitting with four credits (04) including subjects,
- i. Sinhala/Tamil
 - ii. Mathematics
 - iii. English language
- (b) Passed at least three subjects (excluding Common General Test) in General Certificate of Education (Advanced Level) Examination.
- (c) Other required qualifications specific to the position:
Having completed a course in computer word processing/typewriting recognized by the Tertiary and Vocational Education Commission for not less than 06 months or have acquired other equivalent level of competency.

Internal Applicants

- (a) Employees with the qualifications mentioned in 'b', 'c' and 'd' below in the Primary Level - Non-Skilled, Semi-Skilled and Skilled Service Categories can apply for this.
- (b) Should have passed the General Certificate of Education (O/L) examination in six subjects (06)with four credits (04) including subjects,
- i. Sinhala/Tamil
 - ii. Mathematics
 - iii. English language

Having completed a course in computer word processing/typewriting recognized by the Tertiary and Vocational Education Commission for not less than 06 months or have acquired other equivalent level of competency.

- (c) Should hold a permanent post and have been made permanent in the post
- (d) Must have completed 05 years of continuous satisfactory service period in a permanent position prior to the due date.

Age: Should not be less than 18 years and not more than 45 years. The maximum age limit does not apply to internal applicants.

Salary step applicable to the post: Initial salary of Rs. 40,403/- as at 01.01.2025 as per Management Services Circular 01/2025, MA 1-1-2025 in the salary scale (46,220 - 10X540 - 7X630 - 4X890 - 20X1,190–83,390) and approved allowances

Recruitment Procedure: Recruitment will be made based on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the Appointing Authority.

Syllabus for the Written Competitive Examination

- (a) Language proficiency
- (b) Aptitude test and general knowledge
- (c) Computer test

Marks given for the structured interview,

Relevant Experience	-	30 marks
Relevant Additional Educational Qualifications	-	30 marks
Other Skills/Performance	-	15 marks
Skills performed at the Interview	-	25 marks
Total	-	100 marks

Every applicant applying for the post of Management Assistant (Non-technical) should deposit a sum of Rs. 1000.00 with the account number 78088835 of the Bank of Ceylon Regent Street Branch in the name of National Medicines Regulatory Authority and payment slip should be firmly pasted on the application.

Other details:- Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be of good physical and mental fitness to discharge duties in the post well and to serve in any part of the island.
- iii. Should be of a good moral character.

- Employees of state, semi government institutions should send their applications through their respective heads of institutions.

Duly completed applications should be sent by registered post to be received on or before 29.11.2025 to Chief Executive Officer, National Medicines Regulatory Authority, State Engineering Corporation Building, 02nd Floor, No. 130, W.A.D. Ramanayake Mawatha, Colombo 02. Name of the post applied for should be mentioned at the top left corner of the envelope.

Chairman,
National Medicines Regulatory Authority

NATIONAL MEDICINES REGULATORY
AUTHORITY

Application for the Post of

1. Personal Information:
- 1.1. Full Name:
- 1.2. Name with Initials:
- 1.3. Gender:
- 1.4. Date of Birth:
- 1.5. Age:- Years: Months: Days:
- 1.6. National Identity Card Number:
- 1.7. Telephone Number:- Landline:
Mobile:
- 1.8. Email Address:
- 1.9. Address:
- 1.10. District of Residence:
2. Medium of Examination:
3. Educational Qualifications: (Mention in the order from highest qualification)

Ser. No.	Qualifications	University/ Institution	Date of Completion/ Date of Validity	Subjects/ Passes
01				
02				

4. Professional Qualifications

Ser. No.	Qualifications	University/ Institution	Date of Completion/ Date of Validity	Subjects/ Passes
01				
02				

5. Experience (Mention in the order from the existing post)

Ser. No	Position	Institution	Period
01			
02			

6. Names, telephone numbers and addresses of two non-relatives who can verify the applicant's information:

7. Applicant's Declaration:

I hereby declare that the information given above about myself is correct and true to the best of my knowledge and belief.

Date.....
(Signature of Applicant)

8. If the applicant is an employee of state, semi-government institutions, recommendation of the head of institution.

The applicant Mr/Mrs/Ms.
is employed as in permanent/
temporary/ casual basis, I certify that he/she can be released from the post, if selected..

Date.....
Signature of Head of Institution

N.B.:

The application form should be completed and submitted only according to the relevant format and copies of certificates confirming your educational and professional qualifications should be submitted with the application.

Applications not completed according to this format, incomplete applications, applications without copies of relevant certificates attached, or applications that do not meet the eligibility criteria by the closing date for applications may be rejected.