



SRI LANKA MEDICAL COUNCIL

VACANCY

Post of Coordinator to assist the Disciplinary Committees of the Sri Lanka Medical Council Assignment Basis

Applications are invited from citizens of Sri Lanka who are not less than 18 years and not more than 60 years of age for the above vacancy.

Required Qualifications and Experience:

1. Should possess a degree or diploma in administration or any appropriate field.
2. Excellent command of English language, both written and verbal skills are mandatory.
3. Applicants with a medical background will be given preference.
4. Previous work experience (preferably two years) in a similar role and organization will be considered as an added advantage.

The selected candidate will be paid an allowance of Rs. 7,500/- per day up to a maximum of fifteen (15) days per month during the period of assignment.

Job Description:

Responsible for the conduct and coordination of the Preliminary Proceedings Committee and Professional Conduct Committee of the Sri Lanka Medical Council and preparing proceedings of the above committees. The scope of this position shall be to ensure meetings are effectively organized and proceedings are recorded by adhering to the SLMC rules and regulations.

Applications, along with a curriculum vitae including two non-related referees, should be addressed to the Registrar, Sri Lanka Medical Council, to reach the SLMC on or before 01 April 2024.

Please mention the "**Post of Coordinator - Assignment Basis**" on the left corner of the envelope.

**Registrar,
Sri Lanka Medical Council
No. 31, Norris Canal Road
Colombo 10**

10.03.2024



SRI LANKA MEDICAL COUNCIL

VACANCY

LEGAL OFFICER

The Sri Lanka Medical Council (SLMC) invites applications from qualified citizens of Sri Lanka who would provide legal assistance to the Head of the Legal Unit of the SLMC.

Method of Recruitment

The candidate who receives the highest marks on the results of an eligibility assessment conducted by an eligibility assessment interview board appointed by the SLMC from among the applicants, who have fulfilled the qualifications specified in the notification will be recruited to the vacancy. The eligibility assessment interview will be conducted in conformity with the marking scheme approved by the SLMC.

Required Qualifications

Educational/Professional Qualifications

- Should have been sworn in as an Attorney at Law (AAL) in the Supreme Court of Sri Lanka

Experience

Should have active professional experience of not less than three (03) years after swearing in as an Attorney-at-Law. (the documents to be furnished at the interview as proof of active professional experience should clearly indicate the period of experience, date, and the official seal of the attestor).

OR

Should have not less than three (03) years' experience in a legal post* in a state institution after swearing in as an Attorney at Law of the Supreme Court. (these facts should be confirmed by a letter issued by the Secretary/Head of Department/Institution and it should include the basic qualifications of recruitment to the relevant legal post/posts for which experience is applicable).

*** A Legal post is a post having a Law Degree or Sworn in as an Attorney-at-Law being a basic qualification of recruitment.**

Possession of a Law degree (LLB) recognized by the University Grants Commission, or any other postgraduate qualifications will be considered as an added qualification.

Physical Qualifications

Every candidate should be physically and mentally fit to perform in the post.

Duties and Responsibilities:

- Assist in all legal/legislative matters connected with the SLMC under the guidance of the Head/Legal of the SLMC.
- Regularly liaising with the Attorney General's Department, Legal Draftsman's Department and the Legal Unit of the Ministry of Health on legal /legislative matters related to the SLMC under the guidance of the Head/Legal unit.

Terms of Employment

- This post is permanent.
- This appointment is subject to a probationary period of three years.
- The responsibilities and duties (Terms of Reference) of the post will be made available to the selected candidate.
- The selected candidate will be entitled to the Employees' Provident Fund and Employees' Trust Fund.
- Applicants who wish to apply for part-time/contract positions will also be entertained. The contractual appointment will be for a fixed period of three (03) years, with the possibility of re-appointment for a second term based on performance.

Salary Scale

- Salary for the permanent post – MM 1-2-2016 Rs 54,550 – 10 x 1,375 – 15 x 1,910 = Rs 96,950/=
- The contractual salary and other emoluments will be as determined by the Sri Lanka Medical Council.

Age

- Should be not less than 21 years of age and not more than 45 years as at the closing date for applications. (this age limit does not apply to those already in government services).
- Age limit for contractual appointments: As per the relevant government circulars.

Application Process

Applicants should submit the full Curriculum Vitae along with a cover letter (sent through the Head of the Institution, if the applicant is employed in the state sector, with the assurance of releasing the officer, if selected) to highlight his/her suitability for the post, to reach the following address **on or before 25th March 2024**. The top left corner of the envelope should state "Recruitment to the post of Legal Officer" and applications should be submitted by Registered Post or sent via email to the Registrar/SLMC.

Note: If any of the information mentioned in the application sent by the applicant is found to be false or erroneous before being recruited, the applicant's candidature will be cancelled. If such false or misleading information is discovered after recruitment, action will be taken for dismissal subject to the relevant disciplinary procedure.

The Registrar

Sri Lanka Medical Council

31, Norris Canal Road,

Colombo 10.

registrar@slmc.gov.lk

03rd March 2024



SRI LANKA MEDICAL COUNCIL

VACANCY

Post of Management Assistants Grade III

Applications are invited from citizens of Sri Lanka who are not less than 18 years and not more than 45 years as at 01 April 2024 of age for the above vacancies.

Required Qualifications and Experience:

1. G.C.E. (O/L) Examination (Should have passed all subjects in one sitting with credit passes for Sinhala/Tamil language, English language and Mathematics).
2. G.C.E. (A/L) Examination (Should have passed all subjects in one sitting).
3. A degree in relevant field of study will be considered as an added advantage.
4. Language Proficiency in English and Sinhala/Tamil.
5. An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.
6. Previous work experience (preferably two years) in a similar role and organization will be considered as an added advantage.

Job description -

Responsible for providing administrative support to Heads of Units and coordinating all matters connected to the unit. The scope of this position shall be to execute and manage the key processes and day-to-day duties assigned by the Registrar or Head of the Unit.

Selected candidates will be placed on the following salary scale.

U MN-1- 2016 Rs. 30,725-10x300-11x355-10x470-10x615=48,480/=

Applications, along with a curriculum vitae including two non-related referees, should be addressed to the Registrar, Sri Lanka Medical Council, to reach the SLMC on or before 01 April 2024.

Please mention the "**Post of Management Assistant**" on the left corner of the envelope.

**Registrar,
Sri Lanka Medical Council
No 31, Norris Canal Road
Colombo 10**

10.03.2024



Sri Lanka Medical Council

VACANCIES

K.K.S. – On Contract Basis

Applications are invited from citizens of Sri Lanka for the above vacancy that exists in the Sri Lanka Medical Council.

Qualifications and Experience

- (i) Should have passed in at least 06 six subjects with Sinhala / Tamil language and English language at the G.C.E. (Ordinary Level) Examination
- (ii) Obtaining a qualification in NVQ Level 2 or above will be considered as an additional qualification
- (iii) Preference would be given to applicants who have knowledge in minor building repairs including electrical technology and plumbing maintenance

Job Description :

He should be responsible for filing of documents in the assigned unit, working as a messenger and assisting in the building minor repairs including providing solutions to electrical shortages and maintenance of plumbing system. A comprehensive job description will be given at the time of assuming duties.

Method of Recruitment

By an Interview

Age Limit

Should be not less than 18 years and not more than 35 years as at 01.04.2024.

Salary :

Negotiable and would be decided at the time of interview.

Conditions :

Initial appointment would be for a period of one (01) year extendable based on requirement of the Sri Lanka Medical Council and performance at its discretion.

Interested applicants may submit their perfected applications including details of two non-related referees along with the photocopies of certificates as proof of qualifications and may send by registered post to the address given below to receive on or before 01.04.2024.

The caption “ K.K.S. – Contract Basis” should be mentioned on the left hand top corner of the envelope containing the application.

Dr. H.D.B. Herath

Registrar

Sri Lanka Medical Council

No. 31, Norris Canal Road,

Colombo 10.

10.03.2024