

NATIONAL DANGEROUS DRUGS CONTROL BOARD

VACANCIES

Applications are invited from citizens of Sri Lanka to fill the following vacancies in the National Dangerous Drugs Control Board. Applicants should be able to carry out the duties entrusted to the post efficiently and should be able to work any part of the Island and should have a perfect physical and mental fitness as well as an excellent character.

01. Position – Scientific Officer

Service Category – Junior Manager

No of Vacancies - 03

1.1 Qualifications

1.1.1 External Candidates

A degree in Chemistry which is recognized by the University Grants Commission.

And

A minimum of 01 year post qualifying experience in the relevant field to the Post, after obtaining Degree.

1.1.2 Internal Candidates

(a) Having obtained the qualifications required by the external candidates above.

Or

(b) Completion of minimum five (05) years satisfactory service of National Dangerous Drugs Control Board in a post of the “Management Assistant – Non Technological” Grade II, in the subject area relevant to the post.

Or

(c) Completion of minimum five (05) years satisfactory service of National Dangerous Drugs Control Board in a post of the “Management Assistant – Technological” Grade II, in the subject area relevant to the post.

Or

(d) Completion of minimum eight (08) years satisfactory service of National Dangerous Drugs Control Board in a post of the “Enforcement/ Operational/ Extension” service category.

1.2 Salary Code – JM 1-1

1.3 Salary Scale- Rs. 42,600 – 10 x 755 – 18 x 1,135 – 70,580 (as per Management Services Department Circular 02/2016). Initial salary step for the year 2019 is Rs. 38,185/-. (In

addition to the above salary Government approved other allowances will be paid)

1.4 Age – Should not be less than 22 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates

02. Position – Finance Officer

Service Category – Junior Manager

No of Vacancies - 01

2.1 Qualifications

2.1.1 External Candidates

A degree in Accounting/ Management/ Finance/ Commerce which is recognized by the University Grants Commission.

And

A minimum of 01 year post qualifying experience in the relevant field to the Post, after obtaining Degree.

2.1.2 Internal Candidates

1. Having obtained the qualifications required by the external candidates above.

Or

2. Completion of minimum five (05) years satisfactory service of National Dangerous Drugs Control Board in a post of the “Management Assistant – Non Technological” Grade II, in the subject area relevant to the post.

Or

3. Completion of minimum five (05) years satisfactory service of National Dangerous Drugs Control Board in a post of the “Management Assistant – Technological” Grade II, in the subject area relevant to the post.

Or

4. Completion of minimum eight (08) years satisfactory service of National Dangerous Drugs Control Board in a post of the “Enforcement/ Operational/ Extension” service category.

2.2 Salary Code – JM 1-1

2.3 Salary Scale- Rs. 42,600 – 10 x 755 – 18 x 1,135 – 70,580 (as per Management Services Department Circular 02/2016). Initial salary step for the year 2019 is Rs. 38,185/-. (In addition to the above salary Government approved other allowances will be paid)

2.4 Age – Should not be less than 22 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates

03. Position – Assistant Research Officer

Service Category – Enforcement/ Operational/ Extension

No of Vacancies - 07

3.1 Qualifications

3.1.1 External Candidates

A Bachelor's Degree in Sociology/ Criminology/ Social Work/ Statistics which is recognized by the University Grants Commission.

And

A diploma, not below than 01 year in the relevant field to the Post.

3.1.2 Internal Candidates

1. Having obtained the qualifications required by the external candidates above.

Or

2. Completion of minimum five (05) years satisfactory service of National Dangerous Drugs Control Board in a post of the "Management Assistant – Technological" Grade II, in the subject area relevant to the post.

3.2 Salary Code – MA 5 - 2

1.3 Salary Scale- Rs. 36,850- 10 x 755 – 15 x 930 – 5 x 1,135 - 64,025 (as per Management Services Department Circular 02/2016). Initial salary step for the year 2019 is Rs. 33,050/-. (In addition to the above salary Government approved other allowances will be paid)

3.4 Age – Should not be less than 22 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates

04. Position – Assistant Drug Education & Information Officer

Service Category – Enforcement/ Operational/ Extension

No of Vacancies - 05

4.1 Qualifications

4.1.1 External Candidates

A Bachelor's Degree in Social Sciences which is recognized by the University Grants Commission

And

A diploma, not below than 01 year in the relevant field to the Post.

4.1.2 Internal Candidates

1. Having obtained the qualifications required by the external candidates above.

Or

2. Completion of minimum five (05) years satisfactory service of National Dangerous Drugs Control Board in a post of the “Management Assistant – Technological” Grade II, in the subject area relevant to the post.

4.2 Salary Code – MA 5 - 2

4.3 Salary Scale- Rs. 36,850 – 10 x 755 – 15 x 930 – 5 x 1,135 - 64,025/- (as per Management Services Department Circular 02/2016). Initial salary step for the year 2019 is Rs. 33,050/- (In addition to the above salary Government approved other allowances will be paid)

4.4 Age – Should not be less than 22 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates.

05. Position – Assistant Outreach Officer

Service Category – Enforcement/ Operational/ Extension

No of Vacancies - 04

5.1 Qualifications

5.1.1 External Candidates

A Bachelor’s Degree in Sociology/ Psychology/ Criminology/ Social Work which is recognized by the University Grants Commission.

And

A diploma, not below than 01 year in the relevant field to the Post.

5.1.2 Internal Candidates

1. Having obtained the qualifications required by the external candidates above.

Or

2. Completion of minimum five (05) years satisfactory service of National Dangerous Drugs Control Board in a post of the “Management Assistant – Technological” Grade II, in the subject area relevant to the post.

5.2 Salary Code – MA 5 – 2

5.3 Salary Scale- Rs. 36,850 – 10 x 755 – 15 x 930 – 5 x 1,135 - 64,025/- (as per Management Services Department Circular 02/2016). Initial salary step for the year 2019 is Rs. 33,050/-. (In addition to the above salary Government approved other allowances will be paid)

5.4 Age – Should not be less than 22 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidate

06. Position - Counseling Assistant

Service Category - Management Assistant - Technological

No of Vacancies - 09

6.1 Qualifications

6.1.1 External Candidates

Having obtained a Diploma certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in the relevant field.

Note : (Relevant Field :- Psychology/ Counseling/ Sociology/ Criminology/ Social work)

6.1.2 Internal Candidates

Having obtained the qualifications required by the external candidates above

6.2 Salary Code - MA 2- 1

6.3 Salary Scale- Rs. 30,310/- - 10 x 300 - 7 x 350 - 4x 495 – 20 x 660 - 50,940/- (as per Management Services Department Circular 02/2016). Initial salary step for the year 2019 is Rs. 27,170/- (In addition to the above salary Government approved other allowances will be paid)

6.4 Age – Should not be less than 18 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates

07. Position - Outreach Assistant

Service Category - Management Assistant - Technological

No of Vacancies - 04

7.1 Qualifications

7.1.1 External Candidates

Having obtained a Diploma certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in the relevant field.

Note : (Relevant Field :- Psychology/ Counselling/ Sociology/ Criminology/ Social work)

7.1.2 Internal Candidates

Having obtained the qualifications required by the external candidates above

7.2 Salary Code - MA 2- 1

7.3 Salary Scale- Rs. 30,310/- - 10 x 300 - 7 x 350 - 4x 495 – 20 x 660 - 50,940/- (as per Management Services Department Circular 02/2016). Initial salary step for the year 2019 is Rs. 27,170/- (In addition to the above salary Government approved other allowances will be paid)

7.4 Age – Should not be less than 18 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates

08. Position – Drug Education & Information Assistant
Service Category - Management Assistant - Technological
No of Vacancies - 05

8.1 Qualifications

8.1.1 External Candidates

Having obtained a Diploma certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in the relevant field.

Note : (Relevant Field :- Psychology/ Mass Communication/ Sociology/ Criminology/ Social work)

8.1.2 Internal Candidates

Having obtained the qualifications required by the external candidates above

8.2 Salary Code - MA 2- 1

8.3 Salary Scale- Rs. 30,310/- - 10 x 300 - 7 x 350 - 4x 495 – 20 x 660 - 50,940/- (as per Management Services Department Circular 02/2016). Initial salary step for the year 2019 is Rs. 27,170/- (In addition to the above salary Government approved other allowances will be paid)

8.4 Age – Should not be less than 18 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates

09. Position - Nurse
Service Category - Management Assistant - Technological
No of Vacancies - 04

9.1 Qualifications

9.1.1 External Candidates

Having obtained a Diploma certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in the Nursing field.

9.1.2 Internal Candidates

Having obtained the qualifications required by the external candidates above

9.2 Salary Code - MA 2- 1

9.3 Salary Scale- Rs. 30,310/- - 10 x 300 - 7 x 350 - 4x 495 – 20 x 660 - 50,940/- (as per Management Services Department Circular 02/2016). Initial salary step for the year 2019 is Rs. 27,170/- (In addition to the above salary Government approved other allowances will be paid)

9.4 Age – Should not be less than 18 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates

10. Position – Lab Technician

Service Category - Management Assistant - Technological

No of Vacancies - 04

10.1 Qualifications

10.1.1 External Candidates

Having obtained a Diploma certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in the Laboratory Technology field.

10.1.2 Internal Candidates

Having obtained the qualifications required by the external candidates above

10.2 Salary Code - MA 2- 1

10.3 Salary Scale- Rs. 30,310/- - 10 x 300 - 7 x 350 - 4x 495 – 20 x 660 - 50,940/- (as per Management Services Department Circular 02/2016). Initial salary step for the year 2019 is Rs. 27,170/- (In addition to the above salary Government approved other allowances will be paid)

10.4 Age – Should not be less than 18 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates

11. Position – Information Technology Assistant

Service Category - Management Assistant - Technological

No of Vacancies - 02

11.1 Qualifications

11.1.1 External Candidates

Having obtained a Diploma certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 5, issued by a Technical/ Vocational Training Institute

accepted by the Tertiary and Vocational Education Commission in the Information Technology field.

11.1.2 Internal Candidates

Having obtained the qualifications required by the external candidates above

11.2 Salary Code - MA 2- 1

11.3 Salary Scale- Rs. 30,310/- - 10 x 300 - 7 x 350 - 4x 495 – 20 x 660 - 50,940/- (as per Management Services Department Circular 02/2016). Initial salary step for the year 2019 is Rs. 27,170/- (In addition to the above salary Government approved other allowances will be paid)

11.4 Age – Should not be less than 18 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates

12. Position – Research Assistant

Service Category - Management Assistant - Technological

No of Vacancies - 04

12.1 Qualifications

12.1.1 External Candidates

Having obtained a Diploma certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in Statistics/ Research/ Drug Abuse Management/ Social Work field.

12.1.2 Internal Candidates

Having obtained the qualifications required by the external candidates above

12.2 Salary Code - MA 2- 1

12.3 Salary Scale- Rs. 30,310/- - 10 x 300 - 7 x 350 - 4x 495 – 20 x 660 - 50,940/- (as per Management Services Department Circular 02/2016). Initial salary step for the year 2019 is Rs. 27,170/- (In addition to the above salary Government approved other allowances will be paid)

12.4 Age – Should not be less than 18 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates

13. Position - Management Assistant

Service Category – Management Assistant – Non Technological

No of Vacancies - 05

13.1 Qualifications

13.1.1 External Candidates

(a) Having Passed the G.C.E (O/L) examination in six subjects in one sitting with credit passes for four subjects including.

- i. Sinhala/ Tamil
- ii. Mathematics

And

(b) Having passed three subjects (other than General Paper) at the G.C.E. (A/L) examination

(A certificate course in Computer typing/ Stenography accepted by the Tertiary and Vocational Education Commission or relevant qualifications)

13.1.2 Internal Candidates

(A) Employees of the National Dangerous Drugs Control Board in categories of Primary Level – Skilled, Primary Level – Semi Skilled and Primary Level – Unskilled who possess the qualifications mentioned in the following B, C and D are eligible to apply.

Educational:

(B) Having Passed the GCE (O/L) examination in six subjects in one sitting with credit passes for four subjects including.

- i. Sinhala/ Tamil
- ii. Mathematics

(A certificate course in a Computer/ Typing in the Technical/ Vocational Training Institute will be an added qualification).

(C) Should be a permanent employee.

(D) Having completed a minimum of five (05) years of continuous and satisfactory service in a permanent post under the above employee category.

Note:

Any period of service prior to been appointed to a post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual/ temporary basis too should not be counted for this purpose.

13.2 Salary Code - MA 1 -1

13.3 Salary Scale- Rs. 27,910/- - 10 x 300 - 7 x 350 - 4x 495 – 20 x 660 - 48,540/- (as per Management Services Department Circular 02/2016). Initial salary step for the year 2019 is Rs. 25,018/- (In addition to the above salary Government approved other allowances will be paid)

13.4 Age – Should not be less than 18 years and not more than 45 years. The upper age limit does not apply for Internal Candidates

14. Position – Driver

Service Category – Primary Level - Skilled

No of Vacancies - 02

14.1 Qualifications

14.1.1 External Candidates

Having passed 02 subjects in the G.C.E. (O/L) examination.

Proficiency

Having obtained the license issued by the Commissioner General of Motor Traffic for driving vehicle and a minimum of three (03) years' experience in driving after obtaining the driving license.

14.1.2 Internal Candidates

Employees in Primary Level – Non Skilled or Primary Level - Semi Skilled with driving license and experience.

14.2 Salary Code – PL 3

14.3 Salary Scale- Rs. (26,290 – 10 x 270 – 10 x 300 – 10 x 330 – 12 x 350 – Rs. 39,490/-) (monthly) as per Management Services Department Circular 02/2016. Initial salary step for the year 2019 is Rs. 23,566/-. (In addition to the above salary Government approved other allowances will be paid)

14.4 Age – Should not be less than 18 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates

Qualifications must be fulfilled in every way on the closing date on which applications are received.

Language of reference to the above post

Applications should be referred in English Language.

Recruitment Procedure

Will be recruited on the results of a written competitive examination and / or a structured interview decided by the recruitment authority

Nature of Appointment

This is a permanent post and entitlement to Employees Provident Fund and Employees Trust Fund.

Curriculum Vitae should be sent to the **Chairman, National Dangerous Drugs Control Board, No. 383, Kotte Road, Rajagiriya** on or before **26.04.2019** Only short listed candidates will be called for an interview. Specimen application forms can be downloaded from NDDCB web site: (www.nddcb.gov.lk).Your application must be prepared in “A4” paper using both-sides and with copies of certificates attached. State the post applied on left hand top corner of the envelope. Applicants who are employed in Government/ Corporations/ Statutory Boards should refer their applications through relevant Heads of Institutions/ Departments.

Incomplete and delayed applications shall be rejected.

The decision of the National Dangerous Drugs Control Board will be final.

**CHAIRMAN
NATIONAL DANGEROUS DRUGS CONTROL BOARD
NO. 383, KOTTE ROAD,
RAJAGIRIYA.**

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