

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.

01. Position– Director (Administration)

Service Category – “Higher Manager”

No of Vacancies - 01

01.1 Qualifications

01.1.1 External Candidates

Should have a degree in Management/ Commerce/ Human Resource Management/ Public Administration recognized by the University Grants Commission

With

A master’s degree recognized by the University Grants Commission and relevant to the subject and relevant to the post

And

Should have at least 15 years of experience in the relevant field in a managerial level position in a Government, Public Corporation/ Statutory Board/ or in a recognized Private Institution.

02. Position– Director (Finance)

Service Category – “Higher Manager”

No of Vacancies - 01

02.1 Qualifications

02.1.1 External Candidates (1 or 2 below)

1. Should have a degree in Finance / Accounting / Commerce/ recognized by the University Grants Commission

Or

Should have been a member of the Institute of Chartered Accountants of Sri Lanka or a member of the Chartered Institute of Management Accountants (CIMA) in the United Kingdom or a member of the Institute of Chartered Certified Accountants (ACCA).

With

A master’s degree recognized by the University Grants Commission and relevant to the subject and relevant to the post

And

Should have at least 15 years of experience in the relevant field in a managerial level position in a government, public corporation / statutory board / department or a recognized private institution after obtaining the above first degree qualifications.

2. Full membership of the Institute of Chartered Accountants of Sri Lanka

And

Should have at least 15 years of experience in the relevant field in a managerial level position in a Government, Public Corporation / Statutory Institution / Board / or a recognized Private Institution.

03. Position– Director (Drug Prevention, Education and Training)

Service Category – “Higher Manager”

No of Vacancies - 01

03.1 Qualifications

03.1.1 External Candidates

1. Should have a degree in a social sciences recognized by the University Grants Commission.

With

A master’s degree recognized by the University Grants Commission and relevant to the subject area and relevant to the post.

And

Should have at least 15 years of experience in the relevant field in a managerial level post in a government, public corporation / Statutory Board / department or a recognized private institution after obtaining the above first degree qualifications.

Internal Candidates (for posts 1, 2 & 3 above)

1. Should have fulfilled the qualifications as per above external applicants

Or

2. Should have completed at least 5 years of satisfactory service in the relevant subject area in Grade I of the Middle Management Services (MM) category of the National Dangerous Drugs Control Board.

Salary Code - HM 1-1

Salary Scale

Rs.(80,295 - 15 x 2,270 - Rs. 114,345/-)

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

Age - Must be not less than 35 years and not more than 55 years. For internal applicants the maximum age limit does not apply.

04. Position– Assistant Director - (Research)

Service Category – “Manager”

No of Vacancies - 01

04.1. Qualifications

04.1.1 External Candidates

Should have a degree in Sociology / Criminology / Social Work / Statistics / Information Technology recognized by the University Grants Commission.

and

Should have at least 03 years of experience in the field relevant to the post after obtaining the above mentioned first degree.

05.Position– Assistant Director - (Treatment and Rehabilitation)

Service Category – “Manager”

No of Vacancies - 01

05.1.Qualifications

05.1.1 External Candidates

Should have a degree in Sociology / Psychology / Criminology / Social Work recognized by the University Grants Commission.

And

Should have at least 03 years of experience in the field relevant to the post after obtaining the above mentioned first degree.

Internal Candidates (for posts 4 & 5 above)

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

or

2.Should have completed at least 5 years of satisfactory service in the relevant subject area in Grade II of the Junior Management Services (JM) category of the National Dangerous Drugs Control Board.

Salary Code - MM 1-1

Salary Scale

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

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

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

Other :

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.

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

Language reference to the above post

Application 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 entitle to Employees Provident Fund and Employees Trust Fund.

Application Fee

An application fee of Rs.500/- to be paid by only external applicants to the name of “Chairman, National Dangerous Drugs Control Board” by a **normal money order** from any post office of the Island. The payment office should be mentioned as the “**Rajagiriya Post Office**”. The application fee will not be refunded.

Complete your application using both side of A4 paper as per the application format published in www.nddcb.gov.lk. Please write the position applying for on the top left corner of the envelope. Send your application with the copies of relevant certificates by registered post to the **Chairman, National Dangerous Drugs Control Board, No. 383, Kotte Road, Rajagiriya** to reach **on or before 13.11.2020**. Employees employed in Government/ Corporations or Statutory Board should submit their application through the Head of the Institution/ Department.

Incomplete Applications / Applications not attached money order/ application with any other formats and applications received after the closing date will be rejected. Decisions made by the Board regarding recruitment will be the final.

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

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