

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 - Counseling Assistant (05 Vacancies)

Service Category - Management Assistant - Technological

1.1Qualifications

1.1.1External Candidates

Having obtained a certificate of proficiency not below than the National Vocational Qualification 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)

1.1.2 Internal Candidates

Having obtained the qualifications required by the external candidates above

1.2 Salary Code - MA 2- 1

1.3 Salary Scale- Rs. 30,310/- - 10 x 300 - 7 x 350 - 4x 495 – 20 x 660 - 50,940/- (monthly) as per Management Services Department (MSD) Circular 02/2016. Initial salary step for the year 2018 is Rs. 24,030/-. (In addition to the above salary Government approved other allowances will be paid)

1.4 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

02. Position - Management Assistant (05 Vacancies)

Service Category – Management Assistant – Non Technological

2.1 Qualifications

2.1.1 External Candidates

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

Having passed three subjects (other than General Paper) at the G.C.E. (A/L) examination (A certificate in a Computer/Typing in the Technical/ Vocational Training Institute).

2.1.2 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 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.

2.2 Salary Code - MA 1 -1

2.3 Salary Scale- Rs. 27,910/- - 10 x 300 - 7 x 350 - 4x 495 – 20 x 660 - 48,540/- (monthly) as per Management Services Department (MSD) Circular 02/2016. Initial salary step for the year 2018 is Rs. 22,126/-. (In addition to the above salary Government approved other allowances will be paid)

2.4 Age – Should not be less than 18 years and not more than 45 years.
Upper age limit does not apply 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**.

NATURE OF APPOINTMENTS

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

Application Procedure:

Curriculum Vitae should be sent to the **Chairman, National Dangerous Drugs Control Board, No. 383, Kotte Road, Rajagiriya** on or before **18.10.2018**. 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.**

Published Date : 28th September 2018