

# National Dangerous Drugs Control Board

## Vacancies

Applications are invited from citizens of Sri Lanka to fill following vacancies in the National Dangerous Drugs Control Board.

- |  |      |
|--|------|
| 1) Director General - (HM 2-1)                       | - 01 |
| 2) Director (Administration) – (HM 1-1)              | - 01 |
| 3) Director (Finance) – (HM 1-1)                     | - 01 |
| 4) Secretary to the Board / Legal Officer – (MM 1-1) | - 01 |
| 5) Scientific Officer – (JM 1-1)                     | - 05 |
| 6) Counseling Assistant – (MA 2-1)                   | - 20 |

**Applicants who have submitted their applications according to the newspaper advertisement on 25.02.2021 and the advertisement published in the gazette on 25.02.2021 for filling up the vacancies of Counseling Assistant and Scientific Officer posts are not required to send the application again.**

### **01. Position - Director General**

**Service Category - “Higher Managerial” - HM 2-1**

**No of Vacancies - 01**

#### **01.1 Qualifications**

##### **01.1.1 External Candidates (1 or 2 of the following qualifications)**

01. Degree in Sociology/ Psychology/ Mass Communication/ Management/ Social Work/ Law/ Commerce/ Chemistry/ Accounting/ Information Technology/ Statistics recognized by the University Grants Commission.

With

Possession of a Post Graduate Degree recognized by the University Grants Commission/  
Membership of a recognized Professional Institute in Management.

And

Must have at least 20 years of experience in a managerial level position in a Government Corporation/ Statutory Board/ Department/ Recognized private sector organization after obtaining the above 1<sup>st</sup> degree qualification and at least 05 years of this should be at senior management level.

Or

02. Degree in Sociology/ Psychology/ Mass Communication/ Management/ Social Work/ Law/ Commerce/ Chemistry/ Accounting/ Information Technology/ Statistics from a university, recognized by the University Grants Commission

With

Possession of a Ph.D., recognized by the University Grants Commission

And

After obtaining the above Ph.D. qualification, experience as an officer with at least 05 years of excellent service record in a senior managerial level position in a Government Corporation/ Statutory Board/ Department/ recognized Private Sector Institution.

### **01.1.2 Internal Applicants**

Having completed at least 05 years of satisfactory service in the relevant field in a post in the Senior Manager (HM 1-1) category of the National Dangerous Drugs Control Board

With

Demonstrated expertise in providing leadership to multi-functional teams as well as effectively managing human and other resources

**01.2 Salary Scale** - Rs.(91,645 - 12 x 2,700 - 124,045)

(In addition to the salary, government approved allowances and other benefits are available)

## **02. Position - Director (Administration)**

**Service Category** - “Higher Managerial” - HM 1-1

**No of Vacancies** - 01

## **02.1 Qualifications**

### **02.1.1 External Candidates**

Degree in Management/ Commerce/ Human Resource Management/ Public Administration recognized by the University Grants Commission

With

Having obtained a Post Graduate degree in the relevant field of study recognized by the University Grants Commission

With

Having at least 15 years of experience in the relevant field in a managerial level position in a Government, State Corporation/ Statutory Body/ Board/ or a recognized private institution

### **02.1.2 Internal Applicants**

Having met the above mentioned external applicant qualifications

Or

Having completed at least 5 years of satisfactory service in the concerned discipline in Grade-I in Middle Managerial Service (MM) category of the National Dangerous Drugs Control Board

**02.2 Salary Scale** - Rs.(80,295 - 15 x 2,270 - 114,345/-)

(In addition to the salary, government approved allowances and other benefits are available)

## **03. Position - Director (Finance)**

**Service Category** - “Higher Managerial” - HM 1-1

**No of Vacancies** - 01

### **03.1 Qualifications**

#### **03.1.1 External Candidates (1 or 2 of the following qualifications)**

01. Degree in Finance/ Accounting/ Commerce recognized by the University Grants Commission

Or

Membership of the Institute of Chartered Accountants of Sri Lanka or Membership of the Chartered Institute of Management Accountants (CIMA) of the United Kingdom or Membership of the Association of Chartered Certified Accountants (ACCA)

With

Having obtained a Post Graduate degree in the field relevant to the post, recognized by the University Grants Commission

And

Having obtained the above undergraduate qualifications followed by at least 15 years of experience in the relevant field in a managerial level position in a Government, State Corporation/ Statutory Body/ Board/ Department or a recognized private institution.

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

And

Having at least 15 years of experience in the relevant field in a managerial level position in a government, public corporation/ Statutory Body/ Board/ or a recognized private Institution.

### **03.1.2 Internal Applicants**

Having met the above mentioned external applicant qualifications.

Or

Having completed at least 5 years of satisfactory service in the concerned discipline in Grade-I in Middle Managerial Service (MM) category of the National Dangerous Drugs Control Board.

**03.2 Salary Scale** - Rs.(80,295 - 15 x 2,270 - 114,345/-)

(In addition to the salary, government approved allowances and other benefits are available)

**Age : (For the above 01, 02 and 03 Posts)**

Should not be less than 35 years and not more than 55 years. The Upper age limit will not be applied for Internal Candidates.

**04. Position - Secretary to the Board/ Legal Officer**

**Service Category - “Managerial” - MM 1-1**

**No of Vacancies - 01**

**04.1 Qualifications**

**04.1.1 External Candidates**

A degree in Law recognized by the University Grants Commission and an advocate of the Supreme Court

And

Having 03 years of experience as a lawyer and notary public

**04.1.2 Internal Applicants**

Having met the above mentioned external applicant qualifications.

**04.2 Salary Scale - Rs.(53,175 - 10 x 1,375 – 15 x 1,910 - 95,575/-)**

(In addition to the salary, government approved allowances and other benefits are available)

**05. Position - Scientific Officer**

**Service Category - “Junior Manager” - JM 1-1**

**No of Vacancies - 05**

**05.1 Qualifications**

**05.1.1 External Candidates**

Should have a Degree in Chemistry recognized by the University Grants Commission.

And

Should have 01 year experience in the relevant field after obtaining the above mentioned first degree

### **05.1.2 Internal Candidates**

**(Qualifications 1 or 2 or 3 or 4 below)**

1. Should have fulfilled the qualifications for the above external applicants.
2. Management Assistant – Should have completed at least 05 years of satisfactory service in a post in the relevant field in Grade II of the Non – Technical service category.
3. Management Assistant – Should have completed at least 05 years of satisfactory service in a post in the relevant field in grade II of the Technical service category.
4. Should have completed 08 years of satisfactory service in a post in the relevant field Enforcement/ Operational/ Extension Officer Service Category.

**05.2 Salary Scale - Rs.(42,600 - 10 x 755 – 18 x 1,135 - 70,580/-)**

(Government approved allowances and other benefits are paid in addition to salary)

**Age: (For the above 04 and 05 Posts)**

Must be not less than 22 years and not more than 45 years. Maximum age limit is not applicable for internal candidates.

### **06. Position - Counseling Assistant**

**Service Category - “Management Assistant” – Technical - MA 2-1**

**No of Vacancies – 20**

#### **06.1 Qualifications**

##### **06.1.1 External Candidates**

Having obtained a Diploma 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.

Or

Passed G.C.E (A/L) Examination with minimum of three passes (except General exam)

With

Having Obtained a Diploma of proficiency not less than one year from a Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in the field of Counseling/ Sociology/ Criminology/ Psychology and Social work

#### **06.1.2 Internal Candidates**

Should have fulfilled the qualifications for the above external applicants

**06.2 Salary Scale** -Rs. (30,310 - 10 x 300 – 7 x 350 – 4 x 495 – 20 x 660 - 50,940/-)

(Government approved allowances and other benefits are paid in addition to salary)

#### **06.3 Age:**

Must be not less than 18 years and not more than 45 years. Maximum age limit is not applicable for internal candidates.

#### **Other:**

Every applicant must be a Sri Lankan citizen and must possess the physical and mental fitness necessary to perform the duties assigned to the post as well as work in any part of the island and must be of excellent character.

**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 entitle to Employees Provident Fund and to Employees Trust Fund.

### **Application Fee**

External applicants only will pay an application fee of Rs.500/- should be credited from any Bank of Ceylon branch to the Bank of Ceylon account number 1643 under the name of "National Dangerous Drugs Control Board", and keep a copy of the deposit slip with you and send the original copy (Deposit slip) along with to the application form. Application fee is non-refundable.

Application forms should be sent to the **Director General, National Dangerous Drugs Control Board, No. 383, Kotte Road, Rajagiriya** on or before **17.11.2023** by registered Post. Specimen application forms can be downloaded from NDDCB web site: ([www.nddcb.gov.lk](http://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 the left hand corner of the envelope. Applicants who are employed in Government/ Corporations/ Statutory Boards should apply their applications through relevant Heads of Institutions/ Departments.

**Those who have not fullfil the relevant qualifications by the closing date of applications/ Incomplete Applications/ Applications without money order receipt and delayed applications will 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 : 03.11.2023



# National Dangerous Drugs Control Board

## Vacancies

Applications are invited internally for the following post in the National Dangerous Drugs Control Board.

### **01. Position – Assistant Director (Scientific Research)**

**Service Category - “Managerial” - MM 1-1**

**No of Vacancies – 01**

#### **01.1 Qualifications**

##### **01.1.1 Internal Candidates**

Degree in Chemistry recognized by the University Grants Commission

And

Having obtained at least 03 years of experience in the field related to the post after obtaining the above mentioned first degree

Or

Having completed at least 5 years of satisfactory service in the concerned discipline in Grade-II in Junior Managerial Level (JM) category of the National Dangerous Drugs Control Board

**01.2 Salary Scale - Rs.(53,175 - 10 x 1,375 – 15 x 1,910 - 95,575/-)**

(In addition to the salary, government approved allowances and other benefits are available)

#### **01.3 Age**

The Upper age limit will not be applied for Internal Candidates.

#### **Other**

Must Possess the physical and mental fitness necessary to perform the duties assigned to the post as well as work in any part of the island and must be of excellent character.

**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 to Employees Trust Fund.

Application forms should be sent to the **Director General, National Dangerous Drugs Control Board, No. 383, Kotte Road, Rajagiriya** on or before **17.11.2023** by registered Post. Specimen application forms can be downloaded from NDDCB web site: ([www.nddcb.gov.lk](http://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 the left hand corner of the envelope. The application should be forwarded through the Head of the organization.

**Incomplete Applications/ Those who have not full fil the relevant qualifications by the closing date of applications and delayed applications will 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.**