

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– Manager (Transport & Maintenance)

Service Category – “Junior Manager”

No of Vacancies - 01

01.1. Qualifications

01.1.1. External Candidates

Should have a degree in Management or Commerce recognized by the University Grants Commission.

And

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

02. Position– Scientific Officer

Service Category – “Junior Manager”

No of Vacancies - 06

02.1. Qualifications

02.1.1. 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.

03. Position– Counsellor

Service Category – “Junior Manager”

No of Vacancies - 02

03.1. Qualifications

03.1.1. External Candidates

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

And

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

04. Position– Treatment and Investigation Officer
Service Category – “Junior Manager”
No of Vacancies - 01

04.1. Qualifications

04.1.1. External Candidates

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

And

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

05. Position– Drug Education And Information Officer
Service Category – “Junior Manager”
No of Vacancies - 03

05.1. Qualifications

05.1.1. External Candidates

Should have a degree in Social Sciences recognized by the University Grants Commission.

And

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

06. Position– Outreach Officer
Service Category – “Junior Manager”
No of Vacancies - 03

06.1. Qualifications

06.1.1. External Candidates

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

And

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

07. Position– Research Officer
Service Category – “Junior Manager”
No of Vacancies – 03

07.1. Qualifications

07.1.1. External Candidates

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

And

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

Internal Candidates (For the Posts mentioned above 01,02,03,04,05,06 and 07)

(Qualifications 1 or 2 or 3 or 4 below)

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

Or

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.

Or

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.

Or

4. Should have completed 08 years of satisfactory service in a post in the relevant field Enforcement/ Operational/ Extension Officer Service Category.

Salary Category - JM 1-1

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

(Government approved allowances are paid in addition to salary)

Age :

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

08. Position – Assistant Counselor

Service Category – “Enforcement / Operational / Extension”

No of Vacancies – 05

08.1. Qualifications

08.1.1. External Candidates

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

And

Should have obtained a Diploma of not less than 01 year in the field relevant to the post.

09. Position – Assistant Research Officer

Service Category – “Enforcement / Operational / Extension”

No of Vacancies - 02

09.1. Qualifications

09.1.1. External Candidates

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

And

Should have obtained a Diploma of not less than 01 year in the field relevant to the post.

10. Position – Assistant Outreach Officer

Service Category – “Enforcement / Operational / Extension”

No of Vacancies - 06

10.1. Qualifications

10.1.1. External Candidates

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

And

Should have obtained a Diploma of not less than 01 year in the field relevant to the post.

11. Position – Assistant Scientific Officer

Service Category – “Enforcement / Operational / Extension”

No of Vacancies - 04

11.1. Qualifications

11.1.1. External Candidates

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

And

Should have obtained a Diploma of not less than 01 year in the field relevant to the post.

12. Position – Assistant Drug Education And Information Officer
Service Category – “Enforcement / Operational / Extension”
No of Vacancies - 03

12.1. Qualifications

12.1.1. External Candidates

Should have a degree in Social Sciences recognized by the University Grants Commission.

And

Should have obtained at least 1 year Diploma in the relevant field for the post.

Internal Candidates (For the Posts mentioned above 08,09,10,11 and 12)

(Qualifications 1 or 2 below)

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

Or

2. Management Assistant – Should have completed at least 05 years of satisfactory service of National Dangerous Drugs Control Board in a relevant post in the relevant field in Grade II, Technical service category.

Salary Code – MA 5-2

Salary Scale – Rs.(36,850 - 10 x 755 – 15 x 930 – 5 x 1,135 – 64,025/-)

(Government approved allowances are paid in addition to salary)

Age - Must be not less than 22 years and not more than 45 years. For internal applicants the maximum age limit does not apply.

13. Position – Counseling Assistant

Service Category – “Management Assistant” - Technical

No of Vacancies - 30

13.1. Qualifications

13.1.1. 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.

Or

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

With

Having Obtained a Diploma Certificate 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

14. Position – Outreach Assistant

Service Category – “Management Assistant” - Technical

No of Vacancies - 04

14.1. Qualifications

14.1.1. 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.

Or

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

With

Having Obtained a Diploma Certificate 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.

15. Position – Drug Education & Information Assistant

Service Category – “Management Assistant” - Technical

No of Vacancies - 03

15.1. Qualifications

15.1.1. 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.

Or

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

With

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

16. Position – Research Assistant

Service Category – “Management Assistant” - Technical

No of Vacancies – 06

16.1. Qualifications

16.1.1. 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.

Or

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

With

Having Obtained a Diploma Certificate 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/Social work.

17. Position – Nurse

Service Category – “Management Assistant” - Technical

No of Vacancies - 04

17.1. Qualifications

17.1.1. External Candidates

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

18. Position – Lab Technician

Service Category – “Management Assistant” - Technical

No of Vacancies - 04

18.1. Qualifications

18.1.1. External Candidates

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

Internal Candidates (For the Posts mentioned above 13,14,15,16,17 and 18)

Should have fulfilled the qualifications for the above external applicants.

Salary Code – MA 2-1

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

(Government approved allowances are paid in addition to salary)

Age :

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

19. Position – Management Assistant**Service Category - Management Assistant - Non-Technical****No of Vacancies – 03****19.1. Qualifications****19.1.1. External Candidates**

Educational

(A) Should have passed 06 subjects in GCE (Ordinary Level) Examination with 04 credits at once including,

- i. Sinhala / Tamil
- ii. Mathematics

(B) Should have passed at least three subjects (excluding the General Examination) at the GCE (Advanced Level) Examination.

(Followed a word processing / typing course recognized by the Tertiary and Vocational Education Commission or any other similar level of skills).

19.1.2. Internal Candidates

(A) Primary Grade of the National Dangerous Drugs Control Board - Non-Technical, Semi-Technical and Technical Service Category Employees with the following 'B', 'C' and 'D' qualifications can apply for this.

(B) Should have passed 06 subjects in GCE (Ordinary Level) Examination with 04 credits at once including,

- i. Sinhala / Tamil
- ii. Mathematics

(Followed a word processing / typing course recognized by the Tertiary and Vocational Education Commission or any other similar level of skills)

(C) Must hold permanent appointments in the service and be confirmed in those appointments.

(D) Should have completed 05 years of continuous satisfactory service from a permanent appointment prior to the due date.

Notes: - (I)

A period of training who has served before being permanently appointed to a post or who has served as a condition of permanent appointment for a post will not be counted for the period of five years of qualification mentioned in paragraph “d” above. Temporary / Casual Periods of Service prior to being permanently appointed to a post are not counted for the period of five years of qualification referred to in paragraph “b” above.

Salary Category - MA 1-1**Salary Scale -**

Rs.(27,910 - 10 x 300 – 7 x 350 – 4 x 495 – 20 x 660 - 48,540/-)

(Government approved allowances are paid in addition to salary)

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

Other :

Applicants should be able to carry out the duties entrusted to the post efficiently and should be able to work in 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 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.

Application Fee

Application fee Rs.500/- shall be paid by any Bank of Ceylon branch to the account number 1643, maintained at Bank of Ceylon under “National Dangerous Drugs Control Board”. Please keep a copy of the slip with you and send the original deposit slip attached to the application. The application fee will not be refunded.

Application forms should be sent to the **Chairman, National Dangerous Drugs Control Board, No. 383, Kotte Road, Rajagiriya** on or before **19.03.2021** under registered Post. 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 the left hand top corner of the envelope. Applicants who are employed in Government/ Corporations/ Statutory Boards should apply their applications through relevant Heads of Institutions/ Departments.

Incomplete Applications / Applications without the original deposit slip 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.**

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