

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.

Designation	Number of Vacancies
1. Director General – (HM 2-1)	- 01
2. Director Positions	
2.1 Director – Administration – (HM 1-1)	- 01
2.2 Director – Drug Preventive, Education and Training – (HM 1-1)	- 01
2.3 Director – Treatment, Rehabilitation and Outreach – (HM 1-1)	- 01
2.4 Director – Research – (HM 1-1)	- 01
3. Deputy Director / Assistant Director Positions	
3.1 Deputy Director / Assistant Director – Treatment & Rehabilitation – (MM 1-1)	- 01
3.2 Deputy Director / Assistant Director – Outreach– (MM 1-1)	- 01
3.3 Deputy Director / Assistant Director – Finance – (MM 1-1)	- 01
3.4 Secretary to the Board / Legal Officer – (MM 1-1)	- 01
4. Junior Management Positions	
4.1 Counseling Officer – (JM 1-1)	- 02
5. Enforcement / Implementation / Extension Officer	
5.1 Assistant Counseling Officer – (MA 5-2)	- 05
5.2 Assistant Scientific Officer – (MA 5-2)	- 02
6. Management Assistant (Technical)	
6.1 Nurse – (MA 2-1)	- 02
6.2 Laboratory Technician – (MA 2-1)	- 02

01. Position - Director General

Service Category- Higher Managerial - HM 2-1

No. of Vacancies - 01

a. Qualifications

a.1 External Applicants (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 18 years of experience in a managerial level position in a Government Corporation/ Statutory Board/ Department/ Recognized private sector organization after obtaining the above 1st degree qualification and at least 05 years in which should be at senior management level

Or

02. 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 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 Institution / Department/ recognized Private Sector Institution.

a.2 Internal Applicants

Having completed at least 05 years of satisfactory service in the relevant field in a position in the Higher Management Service category (HM 1-1) 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

b. Age

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

c. Salary Code No – HM 2-1

d. Monthly Salary Scale- HM 2-1 of 2016 (Rs.91,645 - 12 x 2,700 - 124,045)

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

In addition to that, Provide the official vehicle facility and fuel allowance as per PED Circular 01/2015 (i) and (ii), Communication allowance as per PED Circular 02/2022 and Professional allowance as per MSD Circular 05/2017.

02. Director Positions

02.1 Position - Director – Administration

Service Category- Higher Managerial - HM 1-1

No. of Vacancies - 01

a. Qualifications

a.1 External Applicants

Degree in Management/ Commerce/ Human Resources 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

And

Having at least 13 years of experience in the relevant field in a managerial level position (MM 1-1) in a Government, State Corporation/ Statutory Institution / Board/ or a recognized private institution.

a.2 Internal Applicants (1 or 2 of the following qualifications)

1. Having met the above mentioned external applicants' qualifications.

Or

2. Having completed at least 03 years of satisfactory service in the concerned discipline in Grade-I in Middle Managerial Service (MM 1-1) category of the National Dangerous Drugs Control Board.

With

Having obtained a Post Graduate degree in the relevant field of study

b. Age

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

c. Salary Code No – HM 1-1

d. Monthly Salary Scale- HM 1-1 of 2016 (Rs.80,295 – 15 x 2,270 – 114,345/-)

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

In addition to that, Provide the official vehicle facility and fuel allowance as per PED Circular 01/2015 (i) and (ii), Communication allowance as per PED Circular 02/2022 and Professional allowance as per MSD Circular 05/2017.

02.2 Position - Director – Drug Preventive, Education and Training

Service Category - Higher Managerial - HM 1-1

No. of Vacancies – 01

a. Qualifications

a.1 External Applicants

Having obtained a bachelor's degree from a subject field of social sciences recognized by the University Grants Commission.

With

Having obtained a postgraduate degree recognized by the University Grants Commission which is relevant to the field and position.

And

Having at least 13 years of experience in the relevant field in a managerial level (MM 1-1) position in a Government, State Corporation/ Statutory Institution/ Board/ Department or a recognized private institution after obtaining the above first degree qualification.

a.2 Internal Applicants (1 or 2 of the following qualifications)

1. Having met the above mentioned external applicants' qualifications.

Or

2. Having completed at least 03 years of satisfactory service in the concerned discipline in Grade-I in Middle Managerial Service (MM 1-1) category of the National Dangerous Drugs Control Board.

With

Having obtained a Post Graduate degree in the relevant field of study

b. Age

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

c. Salary Code No – HM 1-1

d. Monthly Salary Scale- HM 1-1 of 2016 (Rs. 80,295 – 15 x 2,270 – 114,345/-)

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

In addition to that, Provide the official vehicle facility and fuel allowance as per PED Circular 01/2015 (i) and (ii), communication allowance as per PED Circular 02/2022 and professional allowance as per MSD Circular 05/2017.

02.3 Position - Director – Treatment, Rehabilitation and Outreach

Service Category - Higher Managerial - HM 1-1

No. of Vacancies – 01

a. Qualifications

a.1 External Applicants

Degree in Sociology/ Psychology/ Criminology/ Social Work/ Management/ Commerce/ Law recognized by the University Grants Commission

With

Having obtained a postgraduate degree recognized by the University Grants Commission which is relevant to the field and position.

And

Having at least 13 years of experience in the relevant field in a managerial level (MM 1-1) position in a Government, State Corporation/ Statutory Institution/ Board/ Department or a recognized private institution after obtaining the above first degree qualification.

a.2 Internal Applicants (1 or 2 of the following qualifications)

1. Having met the above mentioned external applicants' qualifications.

Or

2. Having completed at least 03 years of satisfactory service in the concerned discipline in Grade-I in Middle Managerial Service (MM 1-1) category of the National Dangerous Drugs Control Board.

With

Having obtained a Post Graduate degree in the relevant field of study

b. Age

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

c. Salary Code No – HM 1-1

d. Monthly Salary Scale- HM 1-1 of 2016 (Rs.80,295 – 15 x 2,270 – 114,345/-)

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

In addition to that, Provide the official vehicle facility and fuel allowance as per PED Circular 01/2015 (i) and (ii), communication allowance as per PED Circular 02/2022 and professional allowance as per MSD Circular 05/2017.

02.4 Position - Director – Research

Service Category - Higher Managerial - HM 1-1

No. of Vacancies – 01

a. Qualifications

a.1 External Applicants

Degree in Sociology/ Criminology/ Social Work/ Statistics/ Chemistry/ Information Technology recognized by the University Grants Commission

With

Having obtained a postgraduate degree recognized in the relevant field of study recognized by the University Grants Commission.

And

Having at least 13 years of experience in the relevant field in a managerial level (MM 1-1) position in a Government, State Corporation/ Statuary Institution/ Board/ Department or a recognized private institution after obtaining the above first degree qualification.

a.2 Internal Applicants (1 or 2 of the following qualifications)

1. Having met the above mentioned external applicants' qualifications.

Or

2. Having completed at least 03 years of satisfactory service in the concerned discipline in Grade-I in Middle Managerial Service (MM 1-1) category of the National Dangerous Drugs Control Board.

With

Having obtained a Post Graduate degree in the relevant field of study

b. Age

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

c. Salary Code No – HM 1-1

d. Monthly Salary Scale- HM 1-1 of 2016 (Rs.80,295 – 15 x 2,270 – 114,345/-)

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

In addition to that, Provide the official vehicle facility and fuel allowance as per PED Circular 01/2015 (i) and (ii), communication allowance as per PED Circular 02/2022 and professional allowance as per MSD Circular 05/2017.

03. Deputy Director / Assistant Director Positions

03.1 Position - Deputy Director / Assistant Director -Treatment and Rehabilitation

Service Category - Middle Managerial - MM 1-1

No. of Vacancies – 01

a. Qualifications

a.1 External Applicants

Degree in Sociology/ Psychology/ Criminology/ Social Work recognized by the University Grants Commission

And

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

a.2 Internal Applicants (1 or 2 of the following qualifications)

1. Having met the above mentioned external applicants' qualifications.

Or

2. Having completed 05 years of satisfactory service in a position Grade II in the relevant field in the Junior Management Service category of the National Dangerous Drugs Control Board.

b. Age

Must be not less than 22 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates.

c. Salary Code No – MM 1-1

d. Monthly Salary Scale -

MM 1-1 of 2016 (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 entitled.)

In addition to that, Provide the official common vehicle facility as per PED Circular 01/2015, Communication allowance as per PED Circular 02/2022 and Professional allowance as per MSD Circular 05/2017.

03.2 Position - Deputy Director / Assistant Director - Outreach

Service Category - Middle Managerial - MM 1-1

No. of Vacancies – 01

a. Qualifications

a.1 External Applicants

Degree in Sociology/ Psychology/ Criminology/ Social Work recognized by the University Grants Commission.

And

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

a.2 Internal Applicants (1 or 2 of the following qualifications)

1. Having met the above mentioned external applicants' qualifications.

Or

2. Having completed 05 years of satisfactory service in a position Grade II in the relevant field in the Junior Management Service category of the National Dangerous Drugs Control Board.

b. Age

Must be not less than 22 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates.

c. Salary Code No – MM 1-1

d. Monthly Salary Scale-

MM 1-1 of 2016 (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 entitled.)

In addition to that, Provide the official common vehicle facility as per PED Circular 01/2015, communication allowance as per PED Circular 02/2022 and professional allowance as per MSD Circular 05/2017.

03.3. Position – Deputy Director / Assistant Director - Finance

Service Category -Managerial - MM 1-1

No. of Vacancies – 01

a. Qualifications

a.1. External Applicants (1 or 2 of the following qualifications)

1. Degree in Accounting/ Management or Commerce recognized by the University Grants Commission.

And

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

Or

2. Having passed the Intermediate Examination of the Institute of Chartered Accountants of Sri Lanka.

And

At least 03 years of experience in the field related to the post after passing the Intermediate Examination of the Institute of Chartered Accountants of Sri Lanka.

a.2 Internal Applicants (1 or 2 of the following qualifications)

1. Having met the above mentioned external applicants' qualifications.

Or

2. Having completed 05 years of satisfactory service in a position Grade II in the relevant field in the Junior Management Service category of the National Dangerous Drugs Control Board.

b. Age

Must be not less than 22 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates.

c. Salary Code No – MM 1-1

d. Monthly Salary Scale-

MM 1-1 of 2016 (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 entitled.)

In addition to that, Provide the official common vehicle facility as per PED Circular 01/2015, communication allowance as per PED Circular 02/2022 and professional allowance as per MSD Circular 05/2017.

03.4. Position - Secretary to the Board / Legal Officer

Service Category -Middle Managerial - MM 1-1

No. of Vacancies – 01

a. Qualifications

a.1. External Applicants

A degree in Law recognized by the University Grants Commission and an attorney at law of the Supreme Court

And

Having 03 years of experience as a lawyer and notary public.

a.2 Internal Applicants

1. Having met the above mentioned external applicants' qualifications.

b. Age

Must be not less than 22 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates.

c. Salary Code No – MM 1-1

d. Monthly Salary Scale-

MM 1-1 of 2016 (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 entitled.)

In addition to that, Provide the official common vehicle facility as per PED Circular 01/2015, communication allowance as per PED Circular 02/2022 and professional allowance as per MSD Circular 05/2017.

04. Junior Management Positions

04.1. Position – Counseling Officer

Service Category -Junior Management – JM 1-1

No. of Vacancies – 02

a. Qualifications

a.1 External Applicants

Degree in Sociology/ Psychology/ Criminology/ Social Work recognized by the University Grants Commission

And

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

a.2 Internal Applicants (1 or 2 or 3 or 4 of the following qualifications)

1. Having met the above mentioned external applicant's qualifications.

Or

2. Having completed at least 05 years of satisfactory service in a position in the relevant field in the category of Management Assistant – Non Technical Service Category Grade II of the National Dangerous Drugs Control Board.

Or

3. Having completed at least 05 years of satisfactory service in a position in the relevant field in the category of Management Assistant - Technical Service Category Grade II of the National Dangerous Drugs Control Board.

Or

4. Completion of 08 years of satisfactory service in a post of Enforcement/ Implementation/ Extension Officer Service category.

b. Age

Must be not less than 22 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates.

c. Salary Code No – JM 1-1

d. Monthly Salary Scale - JM 1-1 of 2016 (Rs.42,600 – 10 x 755 – 18 x 1,135 – 70,580/-)
(In addition to the salary, government approved allowances and other benefits are entitled.)

5. Enforcement / Implementation / Extension Officer

05.1. Position - Assistant Counseling Officer

Service Category -Enforcement/ Implementation/ Extension Officer – MA 5-2

No. of Vacancies – 05

a. Qualifications

a.1 External Applicants

Degree in Sociology/ Psychology/ Criminology/ Social Work recognized by the University Grants Commission.

And

Having obtained a diploma of not less than 01 year in the field related to the post.

a.2 Internal Applicants (1 or 2 or of the following qualifications)

1. Having met the above mentioned external applicants' qualifications.

Or

2. Having completed at least 05 years of satisfactory service in a position in the relevant field in the category of Management Assistant - Technical Service Category Grade II of the National Dangerous Drugs Control Board.

b. Age

Must be not less than 22 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates.

c. Salary Code No – MA 5 -2

d. Monthly Salary Scale-

MA 5-2 of 2016 (Rs.36,850 – 10 x 755 – 15 x 930 – 5 x 1,135 – 64,025/-)

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

05.2 Position - Assistant Scientific Officer

Service Category -Enforcement/ Implementation/ Extension Officer – MA 5-2

No. of Vacancies – 02

a. Qualifications

a.1. External Applicants

Degree in Chemistry recognized by the University Grants Commission.

And

Having obtained a diploma of not less than 01 year in the field related to the post.

a.2 Internal Applicants (1 or 2 or of the following qualifications)

1. Having met the above mentioned external applicant's qualifications.

Or

2. Having completed at least 05 years of satisfactory service in a position in the relevant field in the category of Management Assistant - Technical Service Category Grade II of the National Dangerous Drugs Control Board.

b. Age

Must be not less than 22 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates.

c. Salary Code No – MA 5 -2

d. Monthly Salary Scale-

MA 5-2 of 2016 (Rs.36,850 – 10 x 755 – 15 x 930 – 5 x 1,135 – 64,025/-)

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

6. Management Assistant - Technical

06.1 Position - Nurse

Service Category -Management Assistant - Technical - MA 2-1

No. of Vacancies – 02

a. Qualifications

a.1 External Applicants

A Diploma in Nursing at a level which is not less than five (05) of National Vocational Qualifications (NVQ) issued by a Technical/ Vocational training institution recognized by the Tertiary and Vocational Education Commission.

a.2 Internal Applicants

Having met the above mentioned external applicants' qualifications.

b. Age

Must be not less than 18 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates.

c. Salary code – MA 2-1

d. Monthly Salary Scale –

MA 2-1 of 2016 (Rs.30,310 – 10 x 300 – 7 x 350 – 4 x 495 – 20 x 660– 50,940/-)

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

06.2 Position - Laboratory Technician

Service Category - Management Assistant - Technical - MA 2-1

No. of Vacancies – 02

a. Qualifications

a.1 External Applicants

A Diploma in Laboratory Technology at a level which is not less than five (05) of National Vocational Qualifications (NVQ) issued by a technical/vocational training institution recognized by the Tertiary and Vocational Education Commission.

a.2 Internal Applicants

Having met the above mentioned external applicants' qualifications.

b. Age

Must be not less than 18 years and not more than 45 years. The Upper age limit will not be applied for Internal Candidates.

c. Salary code – MA 2-1

d. Monthly Salary Scale-

MA 2-1 of 2016 (Rs.30,310 – 10 x 300 – 7 x 350 – 4 x 495 – 20 x 660– 50,940/-)

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

Common points for all posts:

Every applicant must be a Sri Lankan citizen and must be of excellent character with physical and mental fitness suitable for performing the duties assigned to the post as well as serving in any part of the island.

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.

Important : Candidates who applied for the post of Assistant Scientific Officer, Nursing Officer and Laboratory Technician responding to the Gazette and Paper Advertisement dated on 25.02.2021 should re-apply and it is not necessary to pay Application Fee again (Rs. 500/=). However a copy of such deposit slip should be attached.

Application forms should be sent to the **Chairman, National Dangerous Drugs Control Board, No. 383, Kotte Road, Rajagiriya** on or before **19.10.2024** by 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 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 fulfill the relevant qualifications by the closing date of applications/
Incomplete Applications/ Applications without money order receipt and delayed applications
will be rejected.**

Decisions taken by the Board regarding recruitment are final.

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

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