



# VACANCIES

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

## 01. Position - Manager (Human Resources)

Service Category - "Junior Manager"

No of Vacancies - 01

### 01.1. Qualifications

#### 01.1.1. External applicants

Should have a degree in Human Resource Management recognized by the University Grants Commission.

And

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

#### 01.1.2. Internal applicants

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

Or

II. 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

III. 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 Services Category.

Or

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

#### 01.2. Salary Category - JM 1-1

#### 01.3. Salary Scale -

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

(Government approved allowances are paid in addition to salary)

#### 01.4. Age:

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

(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)

#### 01.1.2 Internal applicants

(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 'E' 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.

#### Note: - (B)

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 "D" above.

## 02. Position - Administrative Officer

Service Category - "Junior Manager"

No of Vacancies - 01

### 02.1. Qualifications

#### 02.1.1. External applicants

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

And

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

#### 02.1.2. Internal applicants

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

Or

II. 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

III. 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 Services Category.

Or

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

#### 02.2. Salary Category - JM 1-1

#### 02.3. Salary Scale -

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

(Government approved allowances are paid in addition to salary)

#### 02.4. Age:

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

#### 03.2 Salary Category - MA 1-1

#### 03.3 Salary Scale -

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

(Government approved allowances are paid in addition to salary)

#### 03.4 Age:

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

#### Other :

Every applicant should be a Sri Lankan citizen and should be able to work in any part of the island. Must have excellent character with proper physical and mental fitness.

Eligibility must be completed in all respects by the closing date of applications.

#### Method of submitting applications

All applicants should submit their applications in English medium only.

#### Recruitment Methodology

Recruitment will be based on the results of a written competitive examination and / or a structured interview as determined by the Recruitment Authority.

#### Nature of appointment

Permanent, entitled 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](http://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, 383, Kotte Road, Rajagiriya to reach on or before 14.09.2020. Employees employed in Government / Corporations or statutory Boards should submit their applications through the Head of the Institution / Department.

Incompleted 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.

## 03. Position - Management Assistant

Service Category - Management Assistant - Non-Technical

No of Vacancies - 02

### 03.1. Qualifications

#### 03.1.1. External applicants

CHAIRMAN

NATIONAL DANGEROUS DRUGS CONTROL BOARD

NO. 383, KOTTE ROAD, RAJAGIRIYA.