

Vacancies of National Dangerous Drugs Control Board

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

Designation	Number of vacancies
01. Post of junior Manager	
01.1. Investigation Officer (JM 1-1)	03
01.2. Drug Education and Information Officer (JM 1-1)	05
02. Post of Enforcement/ Implementation/ Extension Officer	
02.1. Assistant Drug Education and Information Officer (MA 5-2)	05
03. “Post of Management Assistant” - Technical Posts	
03.1. Counseling Assistant (MA 2-1)	30
03.2. Drug Education and Information Assistant (MA 2-1)	03

01.1. Designation - Treatment and Investigation Officer
Service Category - Junior Manager - (JM 1-1)
Number of Vacancies - 03

01.1.1 Qualifications

01.1.1.1 Qualifications for External Applicants

A Bachelor's degree in the subject area of Sociology/ Psychology/ Criminology/ Social Work from a University recognized by the University Grants Commission.

AND

One year of experience in the relevant field after obtaining the above-mentioned first degree.

01.1.1.2. Qualifications for Internal Applicants (01 or 02 or 03 or 04th of below)

01. Must have fulfilled the qualifications for external applicants mentioned above.

OR

02. Management Assistant - Must have completed at least 05 years of satisfactory service in a relevant field in Grade II of the Non-Technical Service Category.

OR

03. Management Assistant - Must have completed at least 05 years of satisfactory service in a relevant field position in Grade II of the Technical Services Category.

OR

04. Must have completed 08 years of satisfactory service in an Enforcement/ Implementation/ Extension Officer category position.

01.1.2.1. Age

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

01.1.2.2. Salary code Number - JM 1-1

01.1.2.3. Monthly Salary Scale – With effect from 2025.01.01

JM 1-1 MSD Circular 01/2025 Rs.(72,650 - 10 x 1,360 - 18 x 2,040 - 122,970/-)
(Government approved allowances and privileges will be available in addition to salary)

01.2. Designation - Drug Education and Information Officer

Service Category - Junior Manager - (JM 1-1)

Number of Vacancies - 05

01.2.1. Qualifications

01.2.1.1. Qualifications for external applicants

Must have a degree in a subject area recognized by the University Grants Commission in the field of Social Sciences.

AND

One year of experience in the relevant field after obtaining the above-mentioned first degree.

01.2.1.2. Qualifications for internal applicants (01 or 02 or 03 or 04th of below)

01. Must have fulfilled the qualifications for external applicants above.

OR

02. Must have completed at least 05 years of satisfactory service in a position in the relevant field in the Management Assistant - Grade II of the Non-Technical Service Category.

OR

03. Must have at least 05 years of satisfactory service in a relevant field in the Management Assistant - Grade II position in the Technical Services category

OR

04. Must have at least 08 years of satisfactory service in an Enforcement/ Implementation/ Extension Officer Position

01.2.2. Age

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

01.2.3. Salary code number - JM 1-1

01.2.4. Monthly Salary Scale - With effect from 01.01.2025

JM 1-1 MSD Circular 01/2025 Rs.(72,650 - 10 x 1,360 - 18 x 2,040 - 122,970/-)
(Government approved allowances and privileges will be available in addition to salary)

02.1. Designation - Assistant Drug Education and Information Officer
Service Category - Enforcement/ Implementation/ Extension Officer (MA 5-2)
Number of Vacancies - 05

02.1.1. Qualifications

02.1.1.1. Qualifications for External Applicants

Must have a degree in a subject area recognized by the University Grants Commission, in the field of Social Sciences.

AND

A diploma of not less than 01 year in the field relevant to the post.

02.1.1.2. Qualifications for Internal Applicants (01 or 02 of below)

01. Must have fulfilled the qualifications for external applicants mentioned above.

OR

02. Have completed a minimum of (05) years of satisfactory service in a relevant field in Grade II of a position in the Management Assistant - Technical Services Category of the National Dangerous Drugs Control Board.

02.1.2. Age

Must not be less than 22 years and not more than 45 years. The maximum age limit does not apply to internal applicants.

02.1.3. Salary code number - MA 5-2

02.1.4. Monthly Salary Scale – With effect from 2025.01.01

MSD Circular 01/2025 MA 5-2 Rs.(62,310 - 10 x 1,360 - 15 x 1,670 - 5 x 2,040 - 111,160/-)
(Government approved allowances and privileges will be available in addition to the salary)

03.1. Designation - Counselling Assistant**Service Category - “Management Assistant” - Technical (MA 2-1)****Number of Vacancies – 30****03.1.1. Qualifications****03.1.1.1. External Applicants**

Must have a Diploma in a relevant field at a level not less than National Vocational Qualification (NVQ) Level 5 issued by a Technical/Vocational Training Institution recognized by the Tertiary and Vocational Education Commission.

OR

Must have a minimum of three subjects (excluding the General Common Examination) passed in the General Certificate of Education (Advanced Level) Examination.

With

Must have a Diploma of not less than one year in the subject area of Counseling/ Sociology/ Criminology/ Psychology/Social Work from a Vocational Training Institution recognized by the Tertiary and Vocational Education Commission.

03.1.1.2. For Internal Applicants

The above qualifications for external applicants will be applied.

03.1.2. Age

Must be not less than 18 years and not more than 45 years. The maximum age limit does not apply to internal applicants.

03.1.3. Salary Group - MA 2-1**03.1.3.1. Salary Scale – With effect from 2025.01.01**

MSD Circular 01/2025 MA 2-1 Rs.(50,540 - 10 x 540 - 7 x 630 - 4 x 890 - 20 x 1,190 - 87,710/-)
(Government approved allowances and privileges will be available in addition to salary)

03.2. Designation - Drug Education and Information Assistant
Service Category - “Management Assistant” - Technical
Number of Vacancies – 03

03.2.1. Qualifications

03.2.1.1. External Applicants

Must have a Diploma in a relevant field at a level not less than National Vocational Qualification (NVQ) Level Five (05) issued by a Technical/Vocational Training Institution recognized by the Tertiary and Vocational Education Commission.

OR

A minimum of three subjects (excluding the General Common Examination) passed in the General Certificate of Education (Advanced Level) Examination.

With

A Diploma of not less than one year in the subject area of Sociology/ Criminology/ Psychology/ Social Work/ Communication from a Vocational Training Institution recognized by the Tertiary and Vocational Education Commission.

03.2.1.2. For Internal Applicants

The above qualifications for external applicants will be applied.

03.2.2. Age

Must not be less than 18 years and not more than 45 years. The maximum age limit does not apply to internal applicants.

03.2.3. Salary Group - MA 2-1

03.2.3.1. Salary Scale – With effect from 2025.01.01

MSD Circular 01/2025 MA 2-1 Rs.(50,540 - 10 x 540 - 7 x 630 - 4 x 890 - 20 x 1,190 - 87,710/-)
(Government approved allowances and privileges will be available in addition to salary)

Common points to all designations:

Every applicant must be a Sri Lankan citizen and must be of excellent character, physically and mentally fit to perform the duties assigned to the post and to serve in any part of the island.

Must have fulfilled all qualifications by the closing date of receiving of applications.

Medium of Application submission

All applicants should submit their applications in English medium only.

Method of Recruitment

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

Nature of Appointment

Permanent, entitled to Employees' Provident Fund and Employees' Trust Fund.

Application Fee

External applicants only should deposit an application fee of Rs. 500 from any Bank of Ceylon branch in the name of "National Dangerous Drugs Control Board" under Bank of Ceylon Account No. 1643 and keep a copy of the deposit slip with you and attach the original copy of the deposit slip with the application. The application fee is non-refundable.

Please complete the model application form available on the website of the Board(www.nddcb.gov.lk) using both sides of an "A4" size page (with the post applied for clearly written on the top left corner of the cover) and send it along with copies of relevant certificates by registered post to The Chairman, National Dangerous Drugs Control Board, 383, Kotte Road, Rajagiriya on or before 07.11.2025. Employees in the service of Government Corporations or Statutory Boards should forward their applications through the Head of the Institution/Department.

Applications will be rejected which not fulfilling the eligibility criteria as per the closing date / incomplete applications / applications not accompanied by the original copy of the deposit slip / applications not submitted as per the model application form and applications received after the closing date.

Decisions made by the Board regarding recruitment are final.

Chairman

National Dangerous Drugs Control Board

383, Kotte Road,

Rajagiriya.

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