



MINISTRY OF INDUSTRIES



INDUSTRIAL TECHNOLOGY INSTITUTE 363, BAUDDHALOKA MAWATHA, COLOMBO 7

Industrial Technology Institute (ITI) {formerly **Ceylon Institute of Scientific & Industrial Research (CISIR)**} a Statutory Board functioning under the Ministry of Industries is a Multidisciplinary Research Institute in Sri Lanka dedicated to the promotion of industrial development through R & D, Contract, Consultancy, Training and Technical Services.

The Institute seeks dynamic, energetic and resourceful candidates for the following post and the most suitable among the applicants will be selected to fill the vacancy. Applications are invited from citizens of Sri Lanka who possess the necessary qualifications and experience.

Computer System Assistant (MA 2-2) – On contract basis

Qualifications & Experience

Having successfully completed a Computer Diploma not below than the National Vocational Qualification Level 5 in the relevant subject area, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

AND

G.C.E (A/L) passes in three subjects (other than general paper) in one sitting

Job Description:

1. Undertake software/hardware related activities relevant to the institute functions and objectives within the time target.
2. Assist the Computer System Administrator in maintaining the IT computer system to ensure trouble free operation.
3. Supervising and guiding primary level workers.
4. Provide relevant IT support to Research Engineers/Scientists and Senior Research Technologist when undertaking research, contracts, consultancy, pilot trials, field work, method development/validation etc.
5. Provide relevant technical support to the Head of Section to maintain appropriate quality management system.
6. Any other duties assigned by the Head of the Section.

Age

Should be not less than 18 years and not more than 45 years.

* This upper age limit will not apply to the employees of the Government Departments / Corporations

Salary Step

MA 2-2 - Rs. 30,310/- + Government approved allowances

Other benefits applicable for the above positions

- The selected candidates may be entitled to performance based incentives, contributory medical insurance scheme and other benefit schemes implemented by the institute.

- The Institute operates its own Provident Fund Scheme towards which the employees contribute 10% of the Gross Salary and the Institute contributes 15%. A further 3% of the salary will be contributed by the employer to the Employees Trust Fund.
- Applicants presently employed in Government Departments/State Corporations/Statutory Boards should send in their applications through the respective heads of their Establishments. An advance copy of the application may be sent direct.
- **Applicants are requested to use the given format in the ITI web (www.iti.lk) when submitting your application. Applications that do not conform to these requirements will be rejected.** Duly completed application with photocopies of certificates of Educational and Professional qualifications and experience together with names and addresses of two non-related referees should be sent under registered post to the address given below on or before **19.07.2024**.
- The post in respect of which the application has been made should be indicated on the top left corner of the envelope.

**Director General/CEO
Industrial Technology Institute
363, Baudhaloka Mawatha,
Colombo 07.
www.iti.lk**