



**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 Digital Technology and Enterprise Development 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 posts and the most suitable among the applicants will be selected to fill the vacancies. Applications are invited from citizens of Sri Lanka who possess the necessary qualifications and experience.

1. Senior Legal Officer (MM 1-1 II)

Qualifications & Experience (1 or 2 below)

1. A Degree in Law which is recognized by the University Grant Commission, Sri Lanka and Attorney-at-Law and Notary Public **AND** three (03) years post qualifying experience in relevant field to the post.
2. An Attorney-at-Law and Notary Public **AND** five (05) years post qualifying experience in relevant field to the post.

Job Description

1. The legal officer gives legal advice to upper-level staff to ensure the best legal approach is taken for ITI. He /She advise them on matters of constitutional and national law.
2. He/ She may have to handle conflicting legal matters that involve international, public, and private law. In many cases, the legal officer has to present information on a written or oral platform that all associates and staff can understand.
3. Whatever legal advice the officer offers must coincide with existing laws. As an administrator, he/she must promote strong relationships with partners and clients of ITI. This could mean acting as a liaison between partners and work groups.
4. Drawing up and submitting major contracts, agreements and other legal documents are the responsibility of this person.
5. A legal officer must research different information to make sure the corporation or agency is acting in accord with all applicable laws. She/he also researches proposals for fundraising ventures to provide a legal perspective.
6. Appear in courts, represent Institute and its employees in all legal matters pertaining to the institute functions/affairs.

2. Research Fellow (HM 2-1)

Qualifications & Experience (1 or 2 or 3 below):

1. BSc Special Degree (04 years) with a 1st class or 2nd class in Science/Engineering which is recognized by the University Grants Commission, Sri Lanka

AND

A Postgraduate Degree (by research) in Science/Engineering which is recognized by the University Grants Commission, Sri Lanka **OR** Charter from a professional body recognized by the Institute of Engineers, Sri Lanka

AND

18 years relevant experience after the first degree of which five (05) years should be at a Senior Management Level.

2. BSc. Special Degree (04 years) in Science/Engineering which is recognized by the University Grants Commission, Sri Lanka

AND

A PhD Degree in Science/Engineering which is recognized by the University Grants Commission, Sri Lanka

AND

18 years relevant experience after the first degree of which five (05) years should be at a Senior Management Level.

3. BSc Degree (04 years) with 1st class or 2nd class **OR** BSc Degree (03 years) with 1st class or 2nd class in Science which is recognized by the University Grant Commission Sri Lanka

AND

A PhD Degree in Science which is recognized by the University Grant Commission, Sri Lanka

AND

18 years relevant experience after the first degree at managerial level out of which five (05) years should be at a Senior Management Level.

Job Description:

1. To identify and implement new research/development/contract projects/programmes in accordance with the National R&D/S&T Strategy.
2. To identify and establish/develop new technological services/analytical facilities in accordance with the National & International needs to support the industry.
3. To build research groups/teams in priority areas and make an effective contribution to the National Development
4. To forge public private partnerships to take research/development outputs to the market.
5. To actively promote the R&D & Technology development culture, facilitate career development of junior staff, organize/conduct in house training of staff, introduction, curriculum development & conduct of training courses to industry, use of ICT and other related tools to improve performance of the sections in delivering its services.
6. To actively promote the use of ICT and related management tools to improve performance of the section in delivering its services.
7. As a Group Leader support the Head of the Section and the Management in effectively implementing the institute internal processes such as the quality system, ERP system, Procurement committee, Safety committee, Energy committee, ICT committee etc.
8. Any other duties assigned by the Senior Deputy Director/relevant Additional Director General/Director General.

3. Principal Research Scientist (HM 1-3) – ITI

Principal Research Scientist (HM 1-3) – ITI Modern Petroleum & Lubricant Testing Laboratory (specialized In Chemistry / Physics)

Qualifications&Experience(1or 2 below):

1. BSc. Special Degree (04 years) with a 1st class or 2nd class in Science which is recognized by the University Grants Commission, Sri Lanka

AND

A Postgraduate Degree (by research) in Science which is recognized by the University Grant Commission, Sri Lanka

AND

A minimum of 15 years relevant experience after the first degree at a “Managerial level” in a Corporation, Statutory Board/Institution or a reputed private institution.

2. BSc. Special Degree (04 years) **OR** BSc. Degree (04 years) with 1st class or 2nd class **OR** BSc. Degree (03 years) with 1st class or 2nd class in Science which is recognized by the University Grants Commission Sri Lanka

AND

A PhD Degree in Science which is recognized by the University Grant Commission, Sri Lanka

AND

A minimum of 12 years relevant experience after the first degree at a “Managerial level” in a Corporation, Statutory Board/Institution or a reputed private institution.

4. Principal Research Engineer (HM 1-3)

Qualifications&Experience(1or 2 or 3 below):

1. BSc. Degree (04 years) with a 1st class or 2nd class in Engineering which is recognized by the University Grants Commission, Sri Lanka

AND

A Postgraduate Degree (by research) in Engineering which is recognized by the University Grants Commission, Sri Lanka **OR** Charter from a professional body recognized by the Institute of Engineers, Sri Lanka

AND

A minimum of 15 years relevant experience after the first degree at a “Managerial level” in a Corporation, Statutory Board/Institution or a reputed private institution.

2. BSc. Degree (04 years) in Engineering which is recognized by the University Grants Commission Sri Lanka

AND

A PhD Degree in Engineering which is recognized by the University Grants Commission, Sri Lanka

AND

A minimum of 12 years relevant experience after the first degree at a “Managerial level” in a Corporation, Statutory Board/Institution or a reputed private institution.

3. BSc. Degree (04 years) in Engineering which is recognized by the University Grants Commission, Sri Lanka

AND

A Postgraduate Degree with research in Science/Engineering which is recognized by the University Grants Commission, Sri Lanka

AND

Charter from a Professional Body recognized by the Institute of Engineer, Sri Lanka

AND

A minimum of 15 years relevant experience after the first degree at a “Managerial level” in a Corporation, Statutory Board/Institution or a reputed private institution.

Job Description

Principal Research Scientist / Engineer

1. Study advances within the discipline, and actively participates in processes of continuous improvement and undertakes Research and Development projects, including method development.
2. Study and analyze technology and market trends and forecasts to identify niche areas of opportunity, partners, customers, competitors and markets.
3. Act as 'Technology Watch' for industries and businesses to help them to evaluate, select, transfer, upgrade, and add value to technology.
4. To actively market research outputs and technological services of the section to improve institute-industry interaction.
5. To build multidisciplinary teams and undertake R&D that is of value to the nation after assessing current and future needs of the industry.
6. To actively seek funding to support sectional research program in line with the Corporate Plan.
7. To supervise postgraduate work of junior researchers and build capacity in priority areas.
8. To forge public private partnerships to take research outputs to the market.
9. To actively seek funding, both local and foreign, to build institute capacity in priority areas.
10. To actively promote the use of ICT and related management tools to improve performance of the section in delivering its services.
11. As a Group Leader support the Head of the Section and the Management in effectively implementing the institute internal processes such as the ERP system, Procurement committee, Safety committee, Energy committee, ICT committee etc.
12. Any other duties assigned by the Director/Additional Director General /Director General.

5. Senior Research Scientist (AR 2)

Qualifications&Experience(1 or 2 or 3 or 4 below):

1. BSc. Special Degree (04 years) with a 1st class or 2nd class in Science which is recognized by the University Grants Commission, Sri Lanka **AND** a Postgraduate Degree (by research) in Science which is recognized by the University Grants Commission, Sri Lanka **AND** eight (08) years relevant research experience after the first degree **OR** a PhD. Degree in Science which is recognized by the University Grants Commission, Sri Lanka **AND** five (05) years relevant research experience after the first degree.
2. BSc. Special Degree (04 years) /BSc. Degree (04 years) with 1st class or 2nd class/ BSc. Degree (03 years) with a 1st class or 2nd class in Science which is recognized by the University Grants Commission, Sri Lanka **AND** a PhD. Degree in Science which is recognized by the University Grants Commission, Sri Lanka **AND** five (05) years relevant research experience after the first degree.
3. BSc. Degree (03 years) in Science which is recognized by the University Grants Commission, Sri Lanka **AND** a Postgraduate Degree (with/by research) in Science which is recognized by the University Grants Commission, Sri Lanka **AND** a PhD. Degree in Science which is recognized by the University Grants Commission, Sri Lanka **AND** eight (08) years relevant research experience after the first degree.
4. BSc. Degree in Science which is recognized by the University Grants Commission, Sri Lanka **AND** a Postgraduate Degree by research in Science which is recognized by the University Grants Commission, Sri Lanka **AND** 15 years relevant laboratory/research/industry experience after the first degree **AND** out of which 6 years should be after the Postgraduate degree.

Job Description

1. Perform R&D, experimental development and or technological services to satisfy the clients' requirements for quality and timeliness, in accordance with institute priorities.
2. Involve in technology transfer activities – sourcing, adapting, adopting and absorption of relevant technologies and transfer to local industries.
3. Scan, understand, interpret and analyze techno-legal/business information contained in patents/IP documents and identify Intellectual Property (IP) oriented research in accordance with institute priorities.
4. Issue reports and certificates in an efficient and effective manner.
5. Ensure that instruments are maintained, calibrated and that calibration records and associated documentations are maintained as per the institute quality management system.
6. Use the institute ERP system and other ICT tools effectively to optimize productivity of the section.
7. Prepare and deliver internal seminars on subjects of special interest and participate in other relevant training sessions.
8. To assist the Section Head and the Management in effectively implementing the institute internal processes such as the ERP system, Procurement committee, Safety committee, Energy committee, ICT committee etc.
9. Study advances within the discipline, and actively participate in processes of continuous improvement and undertake research and development projects, including method development.
10. Study and analyze technology and market trends and forecasts to identify niche areas of opportunity, partners, customers, competitors and markets.
11. Act as 'Technology Watch' for industries and businesses to help them to evaluate select, transfer, upgrade, and add value to technology.
12. To actively market research outputs and technological services of the section to improve institute-industry interaction.
13. To build multidisciplinary teams and undertake R&D that is of value to the nation after assessing current and future needs of the industry.
14. To actively seek funding to support sectional research program in line with the Corporate Plan.
15. Provide training, advice and assistance to team members, sub-ordinates and students as required and to supervise postgraduate work of junior researchers and build capacity in priority areas.
16. Any other duties assigned by the Section Head/Additional Director General and/or Director General.

6 Senior Research Engineer (AR 2)

Qualifications&Experience(1or 2 or 3 or 4 below):

- 1 .BSc Degree (04 years) with a 1st class or 2nd class in Engineering which is recognized by the University Grants Commission, Sri Lanka **AND** a Postgraduate Degree (by research) in Engineering which is recognized by the University Grants Commission, Sri Lanka /Charter from a professional body recognized by the Institute of Engineers, Sri Lanka **AND** eight (08) years relevant experience after the first degree **OR** a PhD. Degree in Science/Engineering which is recognized by the University Grants Commission, Sri Lanka **AND** five (05) years relevant research experience after the first degree.
2. BSc. Degree (04 years) in Engineering which is recognized by the University Grants Commission, Sri Lanka **AND** a PhD Degree in Engineering which is recognized by the University Grants Commission, Sri Lanka **AND** five (05) years relevant experience after the first degree.

3. BSc Degree (04 years) in Engineering which is recognized by the University Grants Commission, Sri Lanka **AND** a Postgraduate Degree in Engineering which is recognized by the University Grants Commission, Sri Lanka / Charter from a Professional Body recognized by the Institute of Engineers, Sri Lanka **AND** eight (08) years relevant engineering experience after the first degree.
4. BSc. Degree in Engineering which is recognized by the University Grants Commission, Sri Lanka **AND** a Postgraduate Degree by research in Science/Engineering which is recognized by the University Grants Commission, Sri Lanka **AND** fifteen (15) years relevant laboratory/research/industry experience after the first degree **AND** out of which six (06) years should be after the Postgraduate Degree.

Job Description

1. Perform R&D, experimental development and or technological services to satisfy the clients' requirements for quality and timeliness, in accordance with Institute priorities.
2. Involve in technology transfer activities – sourcing, adapting, adopting and absorption of relevant technologies and transfer to local industries.
3. Scan, understand, interpret and analyze techno-legal/business information contained in patents/IP documents and identify Intellectual Property (IP) oriented research in accordance with institute priorities.
4. Issue reports and certificates in an efficient and effective manner.
5. Ensure that instruments are maintained, calibrated and that calibration records and associated documentation are maintained as per the institute quality management system.
6. Use the institute ERP system and other ICT tools effectively to optimize productivity of the section.
7. Prepare and deliver internal seminars on subjects of special interest and participate in other relevant training sessions.
8. To assist the Section Head and the Management in effectively implementing the institute internal processes such as the ERP system, Procurement committee, Safety committee, Energy committee, ICT committee etc.
9. Study advances within the discipline, and actively participate in processes of continuous improvement and undertake research and development projects, including method development.
10. Study and analyze technology and market trends and forecasts to identify niche areas of opportunity, partners, customers, competitors and markets.
11. Act as 'Technology Watch' for industries and businesses to help them to evaluate, select, transfer, upgrade, and add value to technology.
12. To actively market research outputs and technological services of the section to improve institute-industry interaction.
13. To build multidisciplinary teams and undertake R&D that is of value to the nation after assessing current and future needs of the industry.
14. To actively seek funding to support sectional research program in line with the Corporate Plan.
15. Provide training, advice and assistance to team members, sub-ordinates and students as required and to supervise postgraduate work of junior researchers and build capacity in priority areas.
16. Any other duties assigned by the Section Head/Additional Director General and/or Director General.

7 Senior Computer System Engineer

Qualifications&Experience (1or 2 or 3 below):

1. BSc. Special Degree (04 years) with a 1st class or 2nd class in Science, Engineering, Information Technology or Computer Science which is recognized by the University Grants Commission, Sri Lanka **AND** a Postgraduate Degree in Computer Engineering /Computer Science / Information Technology which is recognized by the University Grants Commission, Sri Lanka **AND** eight (08) years relevant experience after the first degree.
2. BSc. Special Degree (04 years) in Science, Engineering, Information Technology or Computer Science which is recognized by the University Grants Commission, Sri Lanka **AND** a PhD. Degree in Computer Engineering/Computer Science/Information Technology which is recognized by the University Grants Commission, Sri Lanka **AND** five (05) years relevant experience after the first degree.
3. BSc. Degree (04 years) in Science, Engineering ,Information Technology or Computer Science which is recognized by the University Grants Commission, Sri Lanka **AND** a Postgraduate Degree in Computer Engineering / Information Technology/Computer Science which is recognized by the University Grants Commission, Sri Lanka **OR** Charter from a Professional Body recognized by the Institute of Engineers, Sri Lanka **AND** eight (08)years relevant computer engineering experience after the first degree.

Job Description

1. Maintain and where necessary assist in extending ITI computer network including the network security system.
2. Administer the institute ERP system and coordinate with the relevant service providers for trouble free operation.
3. Provide necessary ICT support either through in-house or via outsourcing to enhance the internal processes of the sections/institute.
4. Provide necessary ICT solutions either through in-house or via outsourcing to facilitate effective implementation of institute projects.
5. Prepare and deliver internal seminars on subjects of special interest and participate in other relevant training sessions.
6. Formulate training/awareness programmes, both online and through workshops, in ICT related fields relevant to institute functions to ITI staff as required.
7. Assist the immediate supervisor and work with colleagues in a close team environment.
8. Continually upgrade ITI computer network including network security system to maintain peak performance at all times.
9. Continually upgrade ITI ERP system and or other strategic management tools to improve overall productivity.
10. Any other duties assigned by the Section Head /Additional Director and/or Director General.

8. Senior Quality Assurance Officer (AR 2)

Qualifications&Experience(1 or 2 or 3 or 4 below):

1. BSc. Special Degree (04 years) with a 1st class or 2nd class in Science which is recognized by the University Grants Commission, Sri Lanka. **AND** a Postgraduate Degree (by research) in Science which is recognized by the University Grants Commission, Sri Lanka **AND** 08 years relevant experience after the first degree including 03 years experience in Quality Management System related areas.
2. BSc. Special Degree (04 years) / BSc. Degree (04 years) with 1st class or 2nd class/ BSc. Degree (03 years) with a 1st class or 2nd class in Science which is recognized by the University Grants Commission, Sri Lanka **AND** a PhD. Degree in Science which is recognized by the University

Grants Commission, Sri Lanka **AND** five (05) years relevant experience after the first degree **AND** 03 years experience in Quality Management System related areas.

3. BSc. Degree (03 years) in Science which is recognized by the University Grants Commission, Sri Lanka **AND** a Postgraduate Degree with/by research in Science which is recognized by the University Grants Commission, Sri Lanka **AND** a PhD. Degree in Science which is recognized by the University Grants Commission, Sri Lanka **AND** eight (08)years relevant research experience after the first degree including 03 years experience in Quality Management System related areas.
4. BSc. Degree in Science which is recognized by the University Grants Commission, Sri Lanka **AND** a Postgraduate Degree by research in Science which is recognized by the University Grants Commission, Sri Lanka **AND** 15 years relevant laboratory/research/industry experience after the first degree **AND** out of which 6 years should be after the Postgraduate Degree

Job Description

- i. Assist in developing and implementing appropriate ISO quality Management System/Good Laboratory Practices (GLP) in all work areas.
 - 2 Assist in compiling and maintaining Quality manual, sub manuals and Standard Operating Procedure to fulfill ISO requirements.
 - 3 Train and guide internal Technical Audit Team to carry out regular internal audits.
 - 4 To carry out root cause analysis on Non-Conformances and take timely remedial actions.
 - 5 Assist in Method validation including uncertainty measurement and other statistical analysis.
 - 6 Use the institute ERP system and other ICT tools effectively to optimize productivity of the section.
 - 7 Prepare and deliver internal seminars on subjects of special interest and participate in other relevant training sessions.
 - 8 Assist the immediate supervisor and work with colleagues in a close team environment.
 - 9 Provide regular training to ITI staff and others on quality related topics standards, testing, and metrology and quality assurance to keep abreast of the latest development.
 - 10 Assist the Section Head in managing department activities and allocated resources to ensure all requirements with respect to the delivery of a high quality R & D and Technical Services are met.
 - 11 Develop and implement appropriate ISO quality Management System/Good Laboratory Practices (GLP) in all work areas to ensure a high quality R & D and Technical Services in relevant discipline, including the compilation and maintenance of quality manual, sub manual and Standard Operating Procedure for the laboratory.
 - 12 Develop and implement appropriate systems and procedures in all work areas in administrative and other support services to ensure effective and efficient internal processes and to enhance the productivity of the institute.
 - 13 Establish and train the ITI Technical Audit Team to carry out regular internal audits for continual improvement of ITI activities.
 - 14 Planning and organizing local and international proficiency testing schemes, including development/accessing CRMs/RMs that is needed by the laboratories.
 - 15 Any other duties assigned by the Section Head and/or Director General.

***Age:**

MM 1-1 II	Should not be less than 22 years and not more than 45 years
HM 2-1	Should be not less than 35 years and not more than 55 years.
HM 1-3	Should be not less than 35 years and not more than 55 years
AR 2	Should be not less than 30 years and not more than 55 years

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

Salary Scales :

MM 1-1 II Rs.53,175-10x1,375-15x1,910-95,575/=

(Plus Government Approved Allowances)

HM 2-1 Rs. 91,645 - 12 x 2,700 – 124,045/=

(Plus Government Approved Allowances including Transport Allowance)

HM 1-3 Rs.86,865-15x2,270-120,915/=

(Plus Government Approved Allowances including Transport Allowance)

AR 2 Rs.76,200 - 10 x 2,000 - 96,200/=

(Plus 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 Institutes 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 **2021.08.20**
- 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, BauddhalokaMawatha,
Colombo 07.**

www.iti.lk