



**MINISTRY OF SCIENCE AND TECHNOLOGY
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 Science and Technology, 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 vacancies. Applications are invited from citizens of Sri Lanka who possess the necessary qualifications and experience.

Management Assistant -Non Technological – MA 1-2 III

Qualifications

Educational:

- a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
- Sinhala/Tamil,
 - English Language
 - Mathematics

AND

- b) Having passed three subjects (other than the General Paper) at the GCE (A/L) examination.

AND

- c) Competency in computer applications and a certificate in post specific qualification.

Job Description

- Drafting office correspondence.
- Typing reports /letters/documents etc., efficiently.
- Carrying out secretarial functions including attendance, leave, OT etc.
- Taking of minutes of meetings and preparation of reports.
- Carry out office work related to HR related activities including HRD.
- Proper maintenance of office records/files etc. both manually and electronically.
- Checking various personnel, administration and relevant documents and preparations of reports etc.
- Operation of telephone and communication systems.
- Preparation of salaries, overtime payments, subsistence etc.
- Assisting the officers in Management grades for their duties.
- Manage ITI fleet and Transport Management System efficiently.
- Preparation of financial transactions.

13. Auditing and checking of performance reports.
14. Procurement of items, maintaining inventories and other administrative activities.
15. Keeping and monitoring of records at the stores.
16. Store keeping activities including computerized inventories.
17. Custody, Receipt and payment of cash and cheques.
18. Petty cash handling and posting of petty cash analysis.
19. Preparation of report.
20. Banking of cash, receipt, cheques and withdrawal of cash for office use.
21. Any other duties assigned by the Head of the Section.

Age

Age should be not less than 18 years and not more than 45 years.

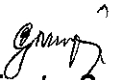
Salary Scale

MA 1-2 III : Rs.46,220-10x540-7x630-12x1080-12x1280-84,350/- (w.e.f.01.01.2027)
Salary : Initial Salary Step - Rs. 40,403/- + Government Approved Allowances

(As per the Provisions of Management Services Circular No.01/2025 dated 25/03/2025)

Other benefits applicable for the above position

- 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 **21.08.2025.**
- 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, Bauddhaloka Mawatha,
Colombo 07.
www.iti.lk