



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 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 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

1. 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.

2. Senior Computer System Engineer – AR 2

Qualifications & Experience (1 or 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.

Age

Age 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 Scale

AR 2 : Rs.133,220-10x3,600-169,220/- (w.e.f. 01.01.2027)
Salary : Initial Salary Step – Rs. 116,763/- + Government Approved Allowances
(As per the Provisions of Management Services Circular No.01/2025 dated 25/03/2025)

Other Benefits Applicable to the Above Positions

- Selected candidates may be entitled to performance-based incentives, a contributory medical insurance scheme, and other benefit schemes implemented by the Institute.
- The Institute operates its own Provident Fund Scheme, to which employees contribute 10% of the gross salary, while the Institute contributes 15%. An additional 3% of the salary will be contributed by the employer to the Employees' Trust Fund.

Applicants currently employed in Government Departments, State Corporations, or Statutory Boards should submit their applications through the respective heads of their establishments. An advance copy of the application may be sent directly.

Applicants are requested to use the prescribed format available on the ITI website (www.iti.lk) when submitting their application. Applications that do not conform to these requirements will be rejected.

A duly completed application, together with photocopies of educational and professional qualifications, relevant experience, and the names and addresses of two unrelated referees, should be sent by registered post to the address given below on or before 24.08.2026.

The post applied for 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