



Ministry of Science & Technology

ARTHUR C CLARKE INSTITUTE FOR MODERN TECHNOLOGIES



V A C A N C Y **(On two year Contract Basis) – One Position**

The Arthur C Clarke Institute for Modern Technologies (ACCIMT) is a Statutory Board currently functioning within the purview of the Ministry of Science & Technology. The Institute is mandated with accelerating the introduction of modern technologies into the country in the fields of Electronics, Communications, Information Technology, Robotics and Space Technologies through Research & Development, Training and Technology Transfer.

The Institute calls for applications from suitably qualified personnel serving in institutions under the Ministry of Science & Technology for the following position.

Management Assistant – Non-Technical (MA 1-2) (Grade III)

Qualifications :

External:

Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including;

- i. Sinhala / Tamil
- ii. English Language
- iii. Mathematics

Note : Having passed G.C.E. (O/L) examination in six subjects with four credit passes in one sitting, including credit passes for Mother tongue (Sinhala / Tamil) and Mathematics.

and

A credit pass for English language.

And

Having passed three subjects other than the 'General Paper' at the G.C.E. (A/L) Examination.

And

Ability to operate electronic office equipments computers etc.

Internal:

Employees of the categories of Primary Level - Skilled, Primary Level - Semiskilled and Primary Level - Unskilled who possess the following qualifications are eligible to apply.

Having passed the G.C.E. (O/L) examination in 06 subjects with credit passes for four subjects including;

- i. Sinhala / Tamil
- ii. English Language (if necessary to the post)
- iii. Mathematics

And

Having completed a minimum of 05 years satisfactory service in a permanent post under the above employee category.

And

Ability to operate electronic office equipment, computers.

Note:- Any period of service prior to been appointed to a permanent post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual / temporary basis too should not be counted for this purpose.

All inclusive monthly contract allowance :

Rs. 43,312.00 + In addition to Rs. 17,800.00 (Cost of Living Allowance) = Rs. 61,112.00

Age: Should be not less than 18 years and not more than 45 years. The upper age limit will not apply to internal candidates.

Other Benefits:

1. EPF - employees 10%, ACCIMT 15%
2. ETF - ACCIMT 3%

General Conditions

1. Should be a citizen of Sri Lanka.
2. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
3. Should be of excellent moral character.

Closing Date: 27/10/2026

Applications with the names and addresses of two non-related referees and relevant copies of certificates should be sent to reach the below mentioned address by registered post on or before the closing date. Please use the Specimen Application Form attached to the advertisement. Officers from Government Departments/ Corporations, Statutory Bodies should submit their applications through the respective Heads of Departments. An advance copy of the application may be sent direct. The post applied should be indicated on the top left-hand corner of the envelope. Late applications will be rejected.

Note: The applications should be sent using our Specimen Application Form. Applications which are not in accordance to the Specimen Application Form will be rejected.

***If an internal candidate is selected, it will be considered as promotion in the permanent cadre.**

Director General & CEO

Arthur C Clarke Institute for Modern Technologies

Katubedda

Moratuwa.

Tel. +94(0)11 2650838

+94(0)11 2650569

Arthur C Clarke Institute for Modern Technologies

Recruitment for the vacant positions at the Arthur C Clarke Institute for Modern Technologies

Post of:

01. Name :-

1.1 Name with initials :-

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1.2 Name in Full: -

.....

1.3 Name in Sinhala: -

.....

1.4 Sex :- Male

☐

Female

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1.5 National Identity Card No.

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02. Permanent Address :-

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03. Date of Birth

:- Year

Month

Date

04. Age on the Closing :- Year

Date of Applications

Month

Date

05. Marital status

:-

Married

☐

Unmarried

☐

06. Telephone No :-

Official

:-

Residence

:-

Mobile

:-

07. E mail Address :-

08. Educational and Professional Qualifications:-

8.1 (G.C.E) O/L Examination

Serial No.	Subjects	Grade	Year

8.2 (G.C.E) A/L Examination

Serial No.	Subjects	Grade	Year

8.3 Diploma Level and other Professional qualifications: -

Issued Institutions	Details of Subjects	Year

9.0 Experience

Institution	Position held	Duration	No. of years

10.0 Other achievements

Achievements	Institution	Duration

11. Non related referees

Serial No.	Name	Address	Contact Nos.
01.			
02.			

I hereby certify that all information given above true and correct.

.....
Date

.....
Signature of the Applicant

Recommendation of the Head of Institution

I hereby certify that (Full Name) is personally known to me and that he/she placed his/her signature on In my presence. I also hereby certify that the details given regarding his/her present employment of this institute is correct and his/her work, conduct is

Signature of the Head of Institution (Official Stamp)