



State Ministry of Skills Development, Vocational Education,
Research & Innovation

**ARTHUR C CLARKE INSTITUTE FOR
MODERN TECHNOLOGIES**



V A C A N C I E S

The Arthur C Clarke Institute for Modern Technologies (ACCIMT) is a Statutory Board currently functioning within the purview of the State Ministry of Skills Development, Vocational Education, Research & Innovation. 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 from citizens of Sri Lanka for the following positions.

1. Post of Deputy Director General (Administration & Finance) – (HM 2-2)

External:

Degree from a recognized University or an Institution recognized by the University Grants Commission.

AND

Postgraduate Degree (Masters) in Management / Business Administration / Public Administration relevant field from a recognized University or an Institution recognized by the University Grants Commission.

And

Minimum of 18 years of Administrative (Managerial) experience, out of which not less than 05 years should be at Senior Managerial level, with a proven track record of ability to lead and direct multi-disciplinary teams and, proper deployment and efficient management of human & other resources in Government Department, State Corporation, Statutory Board or a reputed Mercantile Establishment.

Salary Scale: Salary code and the monthly salary scale of the employee category [DMS Circular No. 02/2016 (01)]

Rs. 93,020 – 12 x 2,700 – 125,420

Basic Salary: Rs. 93,020/= + In addition to Rs. 7,800/= (Cost of Living Allowance) + Any other allowances applicable within the government circular provisions).

Internal:

A minimum of 5 years satisfactory service in a post of Senior Deputy Director (Administration & Human Resource or Finance) in the Senior Manager (HM 1-3) category of the Arthur C Clarke Institute for Modern Technologies.

And

A proven ability to lead and direct multi-disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

Age: Should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

2. Post of Senior Deputy Director (Administration & Human Resources) – (HM 1-3)

External:

Degree in Management / Law or a relevant field from a recognized University or an Institution recognized by the University Grants Commission.

And

Postgraduate Degree (Masters) in Management / Business Administration / Public Administration / Law or relevant field from a recognized University or an Institution recognized by the University Grants Commission.

And

Minimum 15 years of experience in Administration / Human Resources or a relevant field in Managerial level with a proven track record in a Government Department, State Corporation, Statutory Board or a reputed Mercantile Establishment.

Salary Scale: Salary code and the monthly salary scale of the employee category (DMS Circular No. 02/2016)

Rs.86,865 – 15 x 2,270 – 120,915

Basic Salary: Rs. 86,865/= + In addition to Rs. 7,800/= (Cost of Living Allowance) + Any other allowances applicable within the government circular provisions).

Internal: (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. A minimum 5 years of satisfactory service in a post of Deputy Director Administration / Human Resource (MM 1-1 grade I) category at the Arthur C Clarke Institute for Modern Technologies.

Age: Should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

3. Post of Works Superintendent – (MA 2-2) – (Grade III)

External:

Vocational: Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5 (Mechanical / Civil or related field), issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

Salary Scale: Salary code and the monthly salary scale of the employee category (DMS Circular No. 02/2016 fully applicable w.e.f.01.01.2020)

Rs. 30,310 – 10x300 – 7x350 – 4x600 – 20x710 – 52,360

Basic Salary: Rs. 30,310/= + In addition to Rs. 7,800/= (Cost of living allowance).

Internal: Having obtained the qualifications required by the external candidates above.

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

4. Post of Bookkeeper – (MA 2-2) – (Grade III)

External:

Vocational: Having successfully completed a Diploma or certificate course not below than National Vocational Qualification (N.V.Q) level 5 in the field of Accountancy conducted by a recognized

Institute of Technological training (Pass the final examination of AAT (Association of Accounting Technicians of Sri Lanka) or Associate Member of the Institute of Book Keepers).

Salary Scale: Salary code and the monthly salary scale of the employee category (DMS Circular No. 02/2016 fully applicable w.e.f.01.01.2020)

Rs. 30,310 – 10 x 300 – 7 x 350 – 4 x 600 – 20 x 710 – 52,360

Basic Salary: Rs. 30,310/= + In addition to Rs. 7,800/= (Cost of Living allowance).

Internal: Having obtained the qualifications required by the external candidates above.

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

Other Benefits:

1. EPF – employees 10%, ACCIMT 15%
2. ETF - ACCIMT 3%
3. Medical Scheme covering indoor/ outdoor treatment within specific limit.
4. Reimbursement of the membership fee in relevant professional Institution. (Within the provisions of applicable government circular).
5. An assigned official vehicle facility with fuel allowance or transport allowance with fuel allowance will be provided within the provisions of applicable government circulars for HM 2-2 category.
6. Transport allowance with fuel allowance will be provided within the provisions of applicable government circular for HM 2-1 and HM 1-3 category.
7. Allowances for Residential and mobile phones. (Within the provisions of applicable government circular).

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: 04.12.2020

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/ e-mail, or may be submitted online on or before the closing date. Please use the Specimen Application Form appearing in the Website. The Specimen Application Form (HR I) should be used for HM 2-2 and HM 1-3 categories and Specimen Application Form (HR II) should be used for MA 2-2 categories. 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 application should be sent using our Specimen application form and which are not accordance to the Specimen application form will be rejected.

Director General & CEO

Arthur C Clarke Institute for Modern Technologies

Katubedda,

Moratuwa.

Tel. +94(0)11 2650838

+94(0)11 2650569

e – mail address for submission of applications : info@accmt.ac.lk

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 :-

.....

1.2 Name in Full :-

.....

1.3 Name in Sinhala :-

.....

1.4 Sex :- Male Female

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 Month Date
Date of Applications

05. Marital Status :- Married Unmarried

06. Telephone No :- Official :-

Residence :-

Mobile :-

07. Educational and Professional Qualifications :-

7.1 :-

Issued University / Institute	Degree and Field	Year	Class	Duration (3 year or 4 year)

7.2 Post Graduate Degree / Equal Qualifications

Issued University Institute	Degree and field	Year	Duration

08. Diploma Level other Professional Qualifications :-

Issued Institutions	Details of Subjects	Year

09. Project involvement

Issued Institutions	Details of Subjects	Year

10. Experience

Institution	Position held	Duration	No. of years

11. Other achievements

Achievements	Institute	Duration

12. Non related referees

No.	Name	Address	Contact No.
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)

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 :-

.....

1.2 Name in Full: -

.....

1.3 Name in Sinhala: -

.....

1.4 Sex :- Male

Female

1.5 National Identity Card No.

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02. Permanent Address :-

.....

.....

03. Date of Birth :- Year Month Date

04. Age on the Closing :- Year Month Date
Date of Applications

05. Marital status :- Married Unmarried

06. Telephone No :- Official :-

Residence :-

Mobile :-

07. Educational and Professional Qualifications :-

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

Serial No.	Subjects	Grade	Year

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

Serial No.	Subjects	Grade	Year

8.0 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.

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Date

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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

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