



Recruitment to the Post of Information Technology Assistant (External)

Applications are invited from qualified candidates to fill the vacancies of the above post of the Telecommunications Regulatory Commission of Sri Lanka (TRCSL)

(1) Job Description

- Handling databases, data entry and compilation in respective divisions/units, as directed by management.
- Preparation of reports, letters and other documents in computers according to the guidance given by managers.
- Collecting, analysis and reporting the relevant information and data.
- Handling internet, e mails, website linkages and online records to be maintained by divisions/units.

(2) Required Minimum Educational/Vocational Qualifications & Experience

Passed 06 subjects in G.C.E. O/L examination at one sitting with credit passes for four subjects including English, Mathematics & Sinhala/ Tamil language and passed 03 subjects in G.C.E. (A/L) Examination.

And

Having successfully completed a National Diploma Course not below the N.V.Q Level 6 in the relevant field, conducted by an Institute of Technological Training recognized by the Commission.

And

05 years of post-qualifying experience in the IT field.

(3) Recruitment Procedure

Recruitment will be done on the merit results of a written competitive examination and a structured interview. Appointments will be made purely on the order of merit obtained through the aggregated marks of the competitive examination and the structured interview. Subjects of the written examination are (I) Language Proficiency & Intelligence Test (II) Subject Knowledge Relevant to the Post

(4) **Salary :-** TRC 8.1 -Rs. 59,432 (10x1173) -(10x1564)-(10x1955)-(10x2346) – 129,812

(5) **Age :** 18-35 years by the closing date of applications

(6) Method of Application

1. The application form could be downloaded from the Official website of TRCSL www.trc.gov.lk.
2. Applications sent without using relevant format will be rejected.
3. Applications should be clear and legible and those which do not confirm to the requirements will not be considered.
4. Completed applications should be sent together with copies of certificates of educational/ professional qualifications and details of work experience.
5. All applications along with copies of the certificates of educational and Professional qualifications should be sent through the Registered Post to “Director General – Telecommunications Regulatory Commission of Sri Lanka, No. 276, Elvitigala Mw, Colombo 08” indicating that “Application for the post of Information Technology Assistant – external-2025 ” on the top left-hand corner of the envelope **on or before 05.03.2025**
6. A scanned copy of the application should be sent to the email careers@trc.gov.lk along with the relevant educational & professional certificates. Subject of the email should be “Recruitment to the post of **Information Technology Assistant- External – 2025**”
7. Applicants who are employed at Government Institutions should submit their applications through the Head of the Institution.
8. Applications should be submitted **on or before 05.03.2025**

(7) General Conditions

1. Every applicant should be a citizen of Sri Lanka & should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
2. Applicants who do not possess the required qualifications as at the closing date of applications will not be considered.
3. Any form of canvassing will be treated as a disqualification.
4. The Telecommunications Regulatory Commissions of Sri Lanka (TRCSL) reserves the right to decide on the number of positions to be filled or postpone /cancelled
5. The TRCSL is a regulatory authority, wherein any person being recruited for employment in the TRCSL shall not promote, advance, or advocate directly or indirectly for appointment or employment of his/her spouse or any member of the family in or to a position in an institution that is under to the regulatory control of the TRCSL.

Director General
Telecommunications Regulatory Commission of Sri Lanka
No. 276
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Colombo 08