



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/Professional Qualifications:

Passed 06 subjects in G.C.E. O/L examination at one sitting with credit passes for four subjects including English, Mathematics & Sinhala/ Tamil; and passed 03 subjects other than the General Paper at the 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 relevant field.

(3) Recruitment Procedure

Recruitment will be done on the merit results of a written competitive examination and a structured interview.

Subjects of the written examination

- A) Language Proficiency and Intelligence Test – 2 hours – 100 marks
B) Subject Knowledge relevant to the post – 2 hours - 100 marks

Candidates should secure at least 40% of the marks allocated for each subject and an aggregate of at least 50% of the total marks to pass the recruitment examination.

(4) Salary :- TRC 8.1 -Rs. 99,846 (10x2112) -(10x2816)-(10x3519)-(10x4223) – 226,546

(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 “Application for the post of Information Technology Assistant – External” on the top left-hand corner of the envelope on or before 01.06.2026**
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 **Information Technology Assistant- External – 2026**”
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 01.06.2026

(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
Elvitigala Mawatha
Colombo 08

**Application for Post of Information Technology Assistant
Telecommunication Regulatory Commission of Sri Lanka (External)**

1.Name with initial (In English) :Mr./ Mrs./Ms.....

2.Full Name (In English) :

3. Full Name (In Sinhala/Tamil) :.....

4. Address:

5. Date of Birth:..... Age as at 01.06.2026 :

6. Telephone no.:

7. E- mail Address

8. NIC No:

9. Gender:

10.Educational Qualifications:

11.Professional Qualifications:

12.Experience:

13. If you are in Government service:

Organization:

Designation:

14.Certificates attached 1

2.....

3.....

4.....

15. Declaration of the Applicant:

(a) I respectfully declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear the loss which may occur due to incomplete and / or incorrect completion of any part of this application. Further I stated that all sections of this application completed are true and correct to the best of my knowledge.

.....

Date: Signature of Applicant

16. Attestation of the Head of the Department/ Institution: (for candidates from government institutions)

I hereby certify that Mr./Mrs./Misswho is working in this Ministry/Department/Institution, is working in the post of and his/her work and conduct are satisfactory, no disciplinary action pending against him/her and no decision has been taken to impose any such in the future. If he/she will be selected for this post, he/she can/cannot be released from the service of this institution.

.....

Date

Name:

Designation: -

Ministry / Department/Institution: -.....

Official Seal :

