



Recruitment to the Post of Information Technology Assistant (Internal)

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 Higher National Diploma Course not below the N.V.Q Level 5 in the relevant field, conducted by an Institute of Technological Training recognized by the Commission.

And

10 years of satisfactory service experience in Primary (Skilled or Unskilled) Level at TRCSL.

(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) General Conditions

1. This appointment is subject to one year acting period as per Section 77 of Chapter VI of the Appointment code of Sri Lanka Telecommunication Regulatory Commission.
2. TRCSL reserves the right to decide the postponement/ Cancellation of all or part of recruitment.
3. The applicants will be treated as qualified for applying for the post only if he/she has completed the necessary qualifications specified above before the closing date of applications.
4. Any form of canvassing will be a disqualification.

(6) Method of Application

Applicants who possess the required basic qualifications should submit applications along with certified copies of certificates of Educational and Professional qualifications along with the recommendation of Head of the Division for the Administration and Corporate Affairs Division, before the closing date of applications.

The closing date of receipt of application is 01.06.2026

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 (Internal)**

- 1.Full Name :.....
- 2.Name with Initials:
- 3.Address:
- 4.Gender:
- 5.Date of Birth:.....Age as on last date on application:.....
- 6.NIC No:
- 7.Telephone: email address :.....
- 8.Education Qualifications:
- 9.Professional Qualifications:
- 10.Experience:
- 11.Certificates attached 1
- 2.....
- 3.....
- 4.....

I hereby certify that above information is true and correct.

.....
Date: Signature of Applicant

Recommendation of the Head of Division:

The above application is recommended and submitted.

Date : Signature :

Name:

Designation :.....