

Telecommunication Regulatory Commission of Sri Lanka
VACANCIES

Applications are invited from qualified candidates to fill the following vacancy at the Telecommunication Regulatory Commission of Sri Lanka (TRCSL)

Secretary to the Commission

Job Description

- 1 Convening the meetings of the Commission
- 2 Maintaining the minutes of the meetings and the relevant documents
- 3 Conveying the decisions of the Commission and taking follow-up actions
- 4 Compiling the annual reports
- 5 Attending the public hearing proceedings

Required Educational/ Professional Qualifications:

1st or 2nd class Bachelor's (special) Degree from a University recognized by the University Grants Commission of Sri Lanka in the field of Law

OR

Should be an Attorney-at-Law

AND

Required Experience:

Minimum of 03 years of post – qualifying experience in managerial level in the legal field

OR

Minimum of 03 years satisfactory service experience as an officer in All – Island service

Required Other Qualifications:

Sound Knowledge of Database Management and Standard Software packages, as determined by the Commission

AND

Excellent communication skills (Written and Oral) in English and Sinhala / Tamil Languages as determined by the Commission

Age: Should be not less than 22 years and not more than 45 years.

Salary: - TRC - 2-2 Salary Scale is applicable

Recruitment Procedure – Through a competitive written examination followed by a structured interview

Subjects for written examination – General Intelligence, Subject Knowledge, Management skills

Method of Application

- The application form should be downloaded from www.trc.gov.lk website.
- Applications sent without relevant format will be rejected.
- Completed applications should be sent together with copies of educational/ professional qualifications and details of work experience.
- Applications should be clear and legible and those which do not confirm to the requirements will not be considered.
- The scanned copies of duly filled applications giving qualifications, experience and any other details should be forwarded to careers@trc.gov.lk on or before 23.03.2022 in the PDF format and sent as a single document. Candidates from Government Departments, Public Corporations, Boards and Authorities should submit their applications for the above posts through their respective heads of Departments / Institutions with their consent to be released from their current post.
- Applications submitted without copies of certificates will be rejected. Originals of all these documents should be submitted at the interview.

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 to postpone /cancel the recruitment.
- 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 the regulatory control of the TRCSL.
- 6 Employees from Government Departments. Corporations and Statutory boards should forward their applications through the respective Head of the Institution indicating the possibility of being released if selected.