



# Telecommunication Regulatory Commission of Sri Lanka



## Recruitment for the posts of Development Officer- II & Management Assistant - II (Non- Technical) – Internal/ External

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

Post	Development Officer- II Internal/ External	Management Assistant - II (Non- Technical) -Internal	Management Assistant - II (Non- Technical) -External
<b>Job Description</b>	1. Maintain the records, books and ledgers 2. Conducting investigation and surveys 3. Collecting and Analyzing data/statistics 4. Preparation of reports and documents 5. Assisting the functions of Managers	1. Maintaining files, documents, books, registers and records relevant to administrative and operational matters in TRCSL. 2. Preparation of Accounts and maintaining of ledgers, books, and records regarding the revenue and expenditure. 3. Handling the receipts and payments in cash and other accepted forms. 4. Handling all duties related to personal assistance to Senior management 5. All matters related to store-keeping and maintenance of records and reports. 6. Drafting and type-setting letters, reports and other documents, as required by the management 7. Handling matters related to documentation on procurement, maintenance and disposal of lands & premises, plants & machinery, other assets. 8. Disseminating relevant information and assist the external customers in getting the services of TRCSL 9. Handling the telephone facilities through General telephone exchange of TRCSL 10. Assisting the Management in arranging meetings, official functions and other events.	
<b>Required Educational Qualifications</b>	Degree from a recognized university in commerce Accountancy, Management, Marketing, Physical Science, Information Technology, Mathematics, Statistics, Law, Economics, Computer Science, Electronic or Telecommunication.	Shall have passed GCE O/L Examination in not less than 06 subjects including Language/ Literature and Arithmetic/Pure Mathematics/ Elementary Mathematics/ Commercial Arithmetic with credit passes for two subjects at one sitting.  And  The candidate shall have completed at least a continuous satisfactory service of 05 years immediately preceding the closing date of application.	Shall have passed 06 subjects with credit passes for four subjects Including Sinhala/ Tamil/ English and Mathematics at the G.GE. (Ordinary Level) Examination at one sitting  And  (b) Shall have passed all the subjects in G.C.E. (Advanced Level) at one sitting (except the general paper). Passing three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose.
<b>Recruitment Procedure</b>	<p>The selection will be made through a written competitive examination followed by a structured interview. In the written examination, more than 40% marks must be obtained in each subject and the aggregated marks in all subjects must be more than 50%. Final selection will be based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.</p> <p>The written examination will be held in Sinhala/ Tamil languages.</p> <p>Subjects for the Written Competitive Examination</p> <p><b>(i) Intelligence Test – 1 hour</b> This paper is to assess the candidate's logical ability, analytical power and arithmetic skills.</p> <p><b>(ii) Language Proficiency – 2 hours</b> This paper is to assess the candidate's ability of expression, comprehension, spelling and knowledge in the application of rules of grammar. Sinhala/ Tamil language - 1 hour English language - 1 hour</p>	<p>Selection will be made through a written competitive examination followed by a structured interview. Only those who obtained not less than 40% for each subject at the written examination will be summoned for the interview. Final selection will be based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.</p> <p>The written examination will be held in Sinhala/ Tamil language.</p> <p>Subjects for the Written Competitive Examination</p> <p><b>(i) Language Proficiency – 3 hours</b> Part I- To test the ability of expression in Mother Language, comprehension, spellings, essay, drafting letters, summarizing passages etc.  Part II- to test ability of expression in English, and ability in comprehension, drafting short letters /notes, grammar and spelling etc.</p> <p><b>(ii) Aptitude Test – 3 hours</b> Part I- To test the skills at numbers and calculations etc.  Part II-To test the knowledge on basic rules and regulations of the TRCSL, office practices relevant to a Management Assistant, action to be taken regarding various documents and items used in the office such as maintenance of files, file register, moving registers, call up diary, vouchers, official stamps etc.</p> <p><b>(iii) Computer Test – 1 hour</b> To test the ability to use the computer to perform duties assigned to a Management Assistant and skills to type documents accurately, either in Mother Language or in English Language.</p>	<p>Selection will be made through a written competitive examination followed by a structured interview. In the written examination, more than 40% marks must be obtained in each subject and the aggregate of the marks in all the subjects must be more than 50%. Final selection will be based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.</p> <p>The written examination will be held in Sinhala/ Tamil language.</p> <p>Subjects for the Written Competitive Examination</p> <p><b>(i) Language Proficiency – 3 hours</b> Part I- To test the ability of expression in Mother Language, comprehension, spellings, essay, drafting letters, summarizing passages etc.  Part II- to test ability of expression in English, and ability in comprehension, drafting short letters /notes, grammar and spelling etc.</p> <p><b>(ii) Aptitude Test – 3 hours</b> Part I- To test the skills at numbers and calculations etc.  Part II-To test the knowledge on basics of office practices relevant to a Management Assistant, action to be taken regarding various documents and items used in the office such as maintenance of files, file register, moving registers, call up diary, vouchers, official stamps etc.</p> <p><b>(iii) Computer Test – 1 hour</b> To test the ability to use the computer to perform duties assigned to a Management Assistant and skills to type documents accurately, either in Mother Language or in English Language.</p>

	<p><u>Marks allocated for the Interview:</u></p> <p>(1) Qualifications (other than the basic qualifications required)</p> <p>i. A Degree with 1<sup>st</sup> or 2<sup>nd</sup> upper Pass - 10 marks</p> <p>ii. Master's Degree or a Post Graduate Diploma - 15 marks</p> <p>iii. Diploma in English (not less than 12 months)- 10 marks</p> <p>iv. Diploma in IT (not less than 12 months) - 10 marks</p> <p>v. Corporate/Associate membership of a recognized professional institute - 10 marks</p> <p>vi. Satisfactory service experience in relevant field (4 marks for each year) maximum - 20 marks</p> <p>vii. Performance at the interview - <u>25 marks</u></p> <p style="text-align: right;"><u>100 marks</u></p>	<p><u>Marks allocated for the Interview:</u></p> <p>i. Distinction Pass / "A" Pass for Arithmetic/ Mathematics at GCE (OL) Examination - 4 Marks</p> <p>ii. Distinction Pass/ "A" Pass for Sinhala /Tamil/English Language at GCE (OL) Examination -4 Marks</p> <p>iii. Certificates from recognized institutions on IT - 4 Marks</p> <p>iv. Good Attendance, Performance, Special Contributions, Commendations -4 Marks</p> <p>v. Performance at the interview - 4 Marks</p> <p style="text-align: right;">Total - <u>20 Marks</u></p>	<p><u>Marks allocated for the Interview:</u></p> <p><b>1.Educational Qualifications:</b></p> <p>i.Diploma in Management/ HRM/ Finance/ Accounting/ Auditing awarded by a recognized institute (not less than one year) - 05 marks</p> <p>ii.Diploma in English awarded by a recognized institute (not less than one year) - 05 marks</p> <p>iii. Diploma in IT awarded by a recognized institute (not less than one year) - 05marks</p> <p><b>2.Professional Qualifications</b> - 05 marks</p> <p>Part Qualification of ICASL /CIMA/ACCA/CIM/AAT</p> <p><b>3.Experience in Relevant field:</b> - 10 marks (05 marks for each 1 year of satisfactory service as a clerk/ Management Assistant or in a similar capacity at a recognized institution)</p> <p><b>4.Performance at the Interview</b> - 20 marks</p> <p style="text-align: right;">Total - <u>50 marks</u></p>
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.	The upper age limit will not apply to the internal candidates	Should be not less than 18 years and not more than 45 years
Salary Scale	TRC 6.1 - 105,101- (10x2112)-(10x2816)-(10x3519)-(10x4223) - 231,801	TRC 8.2 - 89,336- (10x1408) -(10x2112)-(10x2816)-(10x3519) - 187,886	
Method of application	<p>1. The application form could be downloaded from the Official website of TRCSL <a href="http://www.trc.gov.lk">www.trc.gov.lk</a>.</p> <p>2. Applications sent without using the relevant format will be rejected.</p> <p>3. Applications should be clear and legible and those which do not confirm to the requirements will not be considered.</p> <p>4. Completed applications should be sent together with copies of certificates of educational/ professional qualifications and details of work experience.</p> <p>5. <b>For External applicants:</b> All applications along with certified copies of the certificates of educational and Professional qualifications should be sent through the Registered Post/by hand to “Director General – Telecommunications Regulatory Commission of Sri Lanka, No. 276, Elvitigala Mw, Colombo 08” indicating the post applied on the top left-hand corner of the envelope on or before <b>09.08.2025</b></p> <p>6. <b>For Internal applicants:</b> 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 to the Director General, before <b>09.08.2025</b>.</p>		
General Conditions	<p>1. Every applicant should be a citizen of Sri Lanka &amp; should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.</p> <p>2. Applicants who do not possess the required qualifications as at the closing date of applications will not be considered.</p> <p>3. Any form of canvassing will be treated as a disqualification.</p> <p>4. The Telecommunications Regulatory Commissions of Sri Lanka (TRCSL) <b>fully reserves the right to decide on the number of vacancies to be filled or to postpone or cancel the recruitment process.</b></p> <p>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.</p>		

Director General  
Telecommunications Regulatory Commission of Sri Lanka  
N0. 276  
Elvitigala Mw  
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