



Telecommunications Regulatory Commission of Sri Lanka



Recruitment to the Post of Director – Administration and Corporate Affairs (External)

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

(1) Job Description

1. Developing Human Resources Development policies and procedures.
2. Managing and controlling of the staff of the TRCSL.
3. Implementing the proper Training Plan.
4. Ensuring the Procurement functions.
5. Overall supervision of Planning/progress monitoring and plan implementation.
6. Supervision and direction Media and publicity and Publications.

(2) Required Minimum Educational/Professional Qualifications & Experience:

1st or 2nd Class Honors bachelor's degree and a master's Degree in the field of Management or Public Administration or Business Administration or Personal Management (HRM) with minimum of 20 years satisfactory service experience in Managerial Level out of which 07 years satisfactory service experience in Senior Managerial Level.

OR

1st or 2nd Class Honors bachelor's degree and a Corporate Membership at a Professional Institute in the field of Management or Public Administration or Business Administration or Personal Management (HRM) with minimum of 20 years satisfactory service experience in Managerial Level out of which 07 years satisfactory service experience in Senior Managerial Level.

OR

Bachelor's degree and a master's Degree in the field of Management or Public Administration or Business Administration or Personal Management (HRM) and being a Class I officer in an All Island Service

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Bachelor's Degree and a Corporate Membership at a Professional Institute in the field of Management or Public Administration or Business Administration or Personal Management (HRM) and being a Class I officer in an All Island Service

(3) Recruitment Procedure

Recruitment will be done by a structured interview.

(4) Salary Scale :- TRC 1.3 -Rs. 262,752 (10x11,261) -(10x12,669) – 502,052

(5) Age: 24-55 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 Director- Administration and Corporate Affairs” on the top left-hand corner of the envelope on or before 02.10.2025.**
6. Applicants who are employed at Government Institutions should submit their applications through the Head of the Institution.
7. Applications should be submitted **on or before 02.10.2025.**

(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.
6. The interview marking scheme is attached herewith for reference.

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