



**SRI LANKA BUREAU OF FOREIGN EMPLOYMENT**  
**(MINISTRY OF TELECOMMUNICATION, DIGITAL INFRASTRUCTURE &**  
**FOREIGN EMPLOYMENT)**

**Postponement of closing date of acceptance of applications for the Posts of Legal Officer (JM1-2), Hostel Warden (JM1-2), Marketing Officer (JM1-2), Research Officer (JM1-2), Librarian (JM1-2), Management Assistant (Technical)- (MA2-2), Management Assistant (Non-Technical) -(MA1-2) and Office Aide (PL-1)**

This has reference to the advertisement published by the Sri Lanka Bureau of Foreign Employment (SLBFE) on 23.05.2018 calling applications externally from the eligible candidates for the above vacant positions at the SLBFE.

You are kindly informed that the acceptance of applications is postponed until 30<sup>th</sup> June 2018 due to the delays in postal service.

General Manager  
Sri Lanka Bureau of Foreign Employment  
234, Denzil Kobbekaduwa Mw.  
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Battaramulla  
0112-864110  
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**SRI LANKA BUREAU OF FOREIGN EMPLOYMENT**  
**MINISTRY OF TELECOMMUNICATION, DIGITAL INFRASTRUCTURE AND**  
**FOREIGN EMPLOYMENT**

Sri Lanka Bureau of Foreign Employment (SLBFE), a statutory body functioning under the Ministry of Telecommunication, Digital Infrastructure and Foreign Employment wishes to recruit dynamic, pro-active, suitably qualified and experienced persons to fill the vacancies of following positions.

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**Legal Officer (MM1-1, Grade II) – (Permanent / Contract basis)**

- Qualifications** : Attorney-at-law  
with  
Five (05) years post qualifying experience in legal work
- Salary Scale (Permanent)** : MM1-1, Grade II - Rs. [53,175-1375x10-1910x15-95,575]  
(This salary scale will be effective from 01.01.2020)
- Contractual Salary** : Year 2018 – 49, 961/- (Per month)
- Age** : Age should not be less than 22 years and not more than 45 years.

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**Hostel Warden (JM1-2) – (Permanent basis)**

- Qualifications** : A Bachelor's Degree which is recognized by the U.G.C.  
with  
Three (03) years' experience as an executive in a recognized establishment.

**Marketing Officer (JM1-2) - (Permanent basis)**

- Qualifications** : A Degree in Marketing/ Business Management which is recognized by the U.G.C.  
with  
Three (03) years' experience in Marketing in a recognized establishment in an executive capacity.

**Research Officer (JM1-2) - (Permanent basis)**

- Qualifications** : A Degree with statistics/ operational research / Economics as a subject which is recognized by the U.G.C.  
with  
Three (03) years' experience in research work in an executive capacity in a recognized establishment.

**Librarian (JM1-2) - (Permanent basis)**

- Qualifications** : A Bachelor's Degree with Library Science as a subject which is recognized by the U.G.C.  
with  
Three (03) years' experience as a librarian in a recognized establishment.
- Salary Scale** : JM1-2 - Rs. [43,355-755 x10-1135x18-71,335]  
(This salary scale will be effective from 01.01.2020)
- Age** : Age should not be less than 22 years and not more than 45 years.
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### Management Assistant (Non Technological) - (MA1-2) - (Permanent basis)

- Qualifications** : Having passed the G.C.E. (O/L) examination in six (06) subjects in one sitting with credit passes for four subjects including Sinhala/ Tamil, English Language and Mathematics.
- and
- Having passed three subjects (Other than the General paper) at G.C.E. (A/L) examination.
- Salary Scale** : MA1-2 - Rs. [27,910–300x 10-350 x 7-600x12-710x12-49,080]  
(This salary scale will be effective from 01.01.2020)
- Age** : Age should not be less than 18 years and not more than 45 years.
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### Management Assistant (Technological/ Technical) - (MA2-2) - (Permanent basis)

- Qualifications** : Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.
- and
- At least three (03) years' experience in systems Maintenance/ Troubleshooting.
- Salary Scale** : MA2-2 - Rs. [30,310–300x 10-350 x 7-600x4-710x20-52,360]  
(This salary scale will be effective from 01.01.2020)
- Age** : Age should not be less than 18 years and not more than 45 years.
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### Office Aide (PL-1) – (Permanent basis)

- Qualifications** : Persons who have sat for the G.C.E. (O/L) examination
- Salary Scale** : PL-1 - Rs. [24,750–250x 10-270 x 10-300x7-330x15-37,000]  
(This salary scale will be effective from 01.01.2020)
- Age** : Age should not be less than 18 years and not more than 45 years.
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#### General Conditions:

- Selected candidates would be placed on initial salary step as per the salary conversion tables of the Circular No.02/2016 dated 25.04.2016 issued by the Department of Management Services.
- The SLBFE will contribute a sum equivalent to (15%) of the salary to the Employees Provident Fund and 3% to the Employees Trust Fund

#### Method of Selection:

On the results of a written competitive examination and a structured interview conducted by a panel appointed by the appointing authority.

#### Other Fringe Benefits available at present:

- Encashment of Medical bills, Reimbursement of unutilized medical leaves, loans (Distress, Vehicle), uniform/ uniform allowance and reimbursement of 2/3 of loan interest for Housing Loans, Annual bonus will be paid as per Treasury Circulars.

Application together with copies of testimonial should be sent under Registered Post addressed to the General Manager, Sri Lanka Bureau of Foreign Employment, No. 234, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla on or before **06.06.2018** (Employees of Government Institutions should submit their applications through the respective Heads of institution).

**(Post applied for should be mentioned on the top left hand corner of the envelope)**

General Manager  
Sri Lanka Bureau of Foreign Employment  
No.234, Denzil Kobbekaduwa Mawatha  
Koswatta, Battaramulla  
[www.slbfe.lk](http://www.slbfe.lk)  
23.05.2018

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