



**SRI LANKA BUREAU OF FOREIGN EMPLOYMENT
MINISTRY OF LABOUR AND FOREIGN EMPLOYMENT**



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

- Position : **Management Assistant (Non Technological) MA1-2**
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. [27,910-10x300-7x350-12x600-12x710-49,080]
Age : Should not be less than 18 years and not more than 45 years
- Position : **Driver (Primary Level - Skilled) PL-3**
Qualifications : Having passed six (06) subjects in G.C.E. (O/L) examination, at least with two (02) credit passes in maximum of two sittings
and
Having obtained the license issued by the Commissioner General, Department of Motor traffic, for heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license.
Salary Scale : PL-3 Rs. [26,290-10x270-10x300-10x330-12x350-39,490]
Age : Should not be less than 18 years and not more than 45 years.
- Position : **Office Aide (Primary Level - Unskilled) PL-1**
Qualifications : Persons who have sat for the G.C.E (O/L) Examination
Salary Scale : PL-1 Rs. [24,750-10x250-10x270-7x300-15x330-37,000]
Age : Should not be less than 18 years and not more than 45 years.
- General Conditions:
 - The employment will be on permanent basis and selected candidates would be placed on initial salary step
 - The SLBFE will contribute a sum equivalent to 15% of the salary to the Employees' Provident Fund and 3% of the salary to the Employees' Trust Fund
- Method of selection: By a structured interview (For the posts of Management Assistant and Office Aide)
By a Trade Test and a structured interview (For the post of Driver)

Application submitting procedure

The link available on the posts of [Management Assistant \(MA1-2\)](#) or [Driver \(PL-3\)](#) or [Office Aide \(PL-1\)](#) should be filled by the applicants online and a copy of the dully filled application obtained from the online submission together with the scanned copies of [Ordinary Level \(O/L\)/Advanced Level \(A/L\) certificates](#) [A copy of the driving licence with testimonials to prove experience should be sent by the applicants who apply for the post of Driver] should be sent to dgm_admin@slbfe.lk on or before 17.07.2024. Incomplete or applications received without online submission will not be entertained.

Qualified applicants will be short listed and called for an interview (Employees of government institutions should submit their applications through the respective Heads of the Institutions)

General Manager

Sri Lanka Bureau of Foreign Employment

No.234, Denzil Kobbekaduwa Mawatha

Koswatta, Battaramulla

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Date : 16.07.2024