



Required Qualifications and Experience

1) RECRUITMENT TO THE POST OF ATTACHÉ (LABOUR)

A. For Officers of SLBFE

Shall be an officer holding a post of JM 1-2 category in the subject area relevant to the post who has completed seven (07) years of satisfactory service

2) RECRUITMENT TO THE POST OF PUBLIC RELATIONS OFFICER (PRO)

A. For Officers of SLBFE

Shall be an officer holding a post of Translator who has completed five (5) years of satisfactory service with proficiency in the local language of the country assigned.

B. For Officers of Foreign Employment Division of the Ministry of Foreign Affairs, Foreign Employment and Tourism

A Bachelor's Degree from a university or Institution, recognized by the University Grants Commission

With

Shall be an officer holding a post of Translator or Interpreter, in a Public Sector Institution or a Recognized Private Sector Establishment who has completed five (5) years of satisfactory service with proficiency in Sinhala/Tamil, English and the local language of the country assigned.

3) RECRUITMENT TO THE POST OF TRANSLATOR

A. For Officers of SLBFE

Shall be an officer holding a post of Translator who has completed Three (03) years of satisfactory service with proficiency in the local language of the country assigned

B. For Officers of Foreign Employment Division of the Ministry of Foreign Affairs, Foreign Employment and Tourism

A Bachelor's Degree from a university or Institution, recognized by the University Grants Commission

With

Shall be an officer holding a post of Translator or Interpreter, in a Public Sector Institution or a Recognized Private Sector Establishment who has completed Three (03) years of satisfactory service with proficiency in Sinhala/Tamil, English and the local language of the country assigned

4) RECRUITMENT TO THE POST OF LABOUR CLERK

A. For Officers of SLBFE

Shall be an officer holding in Grade II or above in the post of the Management Assistant Category who has completed five (5) years of satisfactory service.

B. For Officers of Foreign Employment Division of the Ministry of Foreign Affairs, Foreign Employment and Tourism

Shall be an officer in Grade II or above of the Management Officer Service or the Development Officer Service in the Public Service who has completed five (5) years of satisfactory service.

5) RECRUITMENT TO THE POST OF SAFE HOUSE KEEPER

A. For Officers of SLBFE

Shall be an employee holding in Grade II or above in the post of the Primary Level (PL) category who has completed five (5) years of satisfactory service.

B. For Officers of Foreign Employment Division of the Ministry of Foreign Affairs, Foreign Employment and Tourism

Shall be an employee holding in Grade II or above in the post of the Primary Level (PL) category in the Public Service who has completed five (5) years of satisfactory service

6) RECRUITMENT TO THE POST OF DRIVER

A. For Officers of SLBFE

Shall be an employee holding in Grade II or above in the post of Driver who has completed five (5) years of satisfactory service with a valid heavy vehicle driving license and a satisfactory driving records.

B. For Officers of Foreign Employment Division of the Ministry of Foreign Affairs, Foreign Employment and Tourism

Shall be an employee holding in Grade II or above in the post of Driver in the Public Service who has completed five (5) years of satisfactory service with a valid heavy vehicle driving license and a satisfactory driving records.

7) RECRUITMENT TO THE POST OF OFFICE ASSISTANT

A. For Officers of SLBFE

Shall be an employee in Grade II or above in the post of Office Assistant who has completed five (5) years of satisfactory service.

B. For Officers of Foreign Employment Division of the Ministry of Foreign Affairs, Foreign Employment and Tourism

Shall be an employee in Grade II or above in the post of the Office Employees' Service in the Public Service who has completed five (5) years of satisfactory service.

8) a) Marks allocated for the interview for the post of **Attaché (Labour)** are as follows:

Criterion	Maximum Marks
i. Additional Educational Qualifications	30 Marks
ii. Additional Experience	30 Marks
iii. Skills and Language Proficiency	20 Marks
iv. Performance at the Interview	10 Marks
v. Presentation / Viva voce	10 Marks
Total	100 Marks

b) Marks allocated for the interview for the posts of **Public Relations Officer (PRO)** and **Translator** are as follows:

Criterion	Maximum Marks
i. Additional Educational Qualifications	30 Marks
ii. Additional Experience	20 Marks
iii. Skills and Language Proficiency	20 Marks
iv. Performance at the Interview	30 Marks
Total	100 Marks

c) Marks allocated for the interview for the posts of **Labour Clerk** and **Safe House Keeper** are as follows:

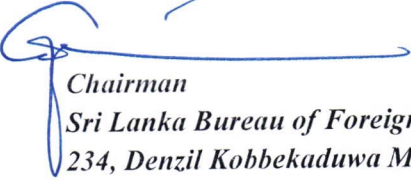
Criterion	Maximum Marks
v. Additional Educational Qualifications	30 Marks
vi. Additional Experience	20 Marks
vii. Skills and Language Proficiency	30 Marks
viii. Performance at the Interview	20 Marks
Total	100 Marks

d) Marks allocated for the interview for the post of **Driver** are as follows:

Criterion	Maximum Marks
i. Additional Educational Qualifications	20 Marks
ii. Additional Experience	20 Marks
iii. Skills and Language Proficiency	20 Marks
iv. Technical Knowledge on Vehicle Maintenance	20 Marks
v. Confidential Report from the Head of the Transport Division for Driving	10 Marks
vi. Performance at the Interview	10 Marks
Total	100 Marks

e) Marks allocated for the interview for the post of **Office Assistant** are as follows:

Criterion	Maximum Marks
i. Additional Educational Qualifications	30 Marks
ii. Additional Experience	30 Marks
iii. Skills and Language Proficiency	20 Marks
iv. Performance at the Interview	20 Marks
Total	100 Marks


Chairman
Sri Lanka Bureau of Foreign Employment
234, Denzil Kobbekaduwa Mawatha
Koswatta, Battaramulla

Telephone - 0112864142

Date: 09.10.2026