



SRI LANKA BUREAU OF FOREIGN EMPLOYMENT
STATE MINISTRY OF FOREIGN EMPLOYMENT, PROMOTION AND MARKET
DIVERSIFICATION

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

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.[27,910–300x 10-350 x 7-600x12-710x12-49,080]

Age : Age should not be less than 18 years and not more than 45 years

Translator (Arabic)

Qualifications : A Bachelor's Degree with Arabic Language as subject which is recognized by the UGC

or

A Bachelor's Degree which is recognized by the UGC and having obtained a Licentiate Certificate/Diploma (01 Year or above) for Arabic Language issued by a recognized establishment with

01 year experience as a Translator(Arabic) in a recognized establishment

Salary Scale : MA5-2 Rs. [36,850-10x755-15x930-5x1135-64,025]

Age : Age should not be less than 22 years and not more than 45 years.

Translator (Tamil)

Qualifications : A Bachelor's Degree with Tamil Language as subject which is recognized by the UGC

or

A Bachelor's Degree which is recognized by the UGC and having obtained a Licentiate Certificate /Diploma (01 Year or above) for Tamil language issued by a recognized establishment with

01 year experience as a Translator (Tamil) in a recognized establishment

Salary Scale : MA5-2 Rs. [36,850-10x755-15x930-5x1135-64,025]

Age : Age should not be less than 22 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% to the Employees Trust Fund

Method of Selection:

By a structured interview conducted by a panel appointed by the appointing authority.

Application submitting procedure:

Applications should be filled by clicking on “[Recruitment for the Posts of Management Assistant \(Non Technological\)/ Translator Arabic and Tamil](#)”

and

a **hard copy of the dully filled application obtained from online submission** together with the copies of certificates should be sent through **registered post** addressed to the **General Manager, Sri Lanka Bureau of Foreign Employment, No. 234, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla on or before 05.05.2021 and incomplete or application received without online submission will not entertain.** Further, qualified applicants only will be short listed and call for the interview (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

Kosswatta, Battaramulla

www.slbfe.lk

(27.04.2021)

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