



Required Qualifications and Experience

1) RECRUITMENT TO THE POST OF COUNSELLOR

A. For Officers of SLBFE (shall fulfill one of the following criteria)

- i. A Minimum of One (1) year satisfactory service in a post of the Senior Manager HM 2-1 category or above in the subject area relevant to the post
- ii. A Minimum of Three (3) years satisfactory service in a post of the Senior Manager HM 1-3 category in the subject area relevant to the post
- iii. A Minimum of Five (5) years satisfactory service in a post of the HM 1-1 category in the subject area relevant to the post

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

A Bachelor's Degree in Human Resource Management, International Relations, Law, Business Management, Public Administration, Commerce or any other field relevant to the subject area of the post from a University or Institution, recognized by the University Grants Commission.

with

Postgraduate Degree in Human Resource Management, International Relations, Law, Business Management, Public Administration, Commerce or any other field relevant to the subject area of the post from a University or Institution, recognized by the University Grants Commission.

and

At Least 5 years' Public Service experience in a Grade II position of the senior level, as per the service classification outlined in Public Administration Circular No. 10/2025.

2) RECRUITMENT TO THE POST OF FIRST SECRETARY

A. For Officers of SLBFE (shall fulfill one of the following criteria)

- i. A Minimum of one (1) year satisfactory service in a post of the Senior Manger HM 1-3 category in the subject area relevant to the post
- ii. A Minimum of three (3) years satisfactory service in a post of the Senior Manger HM 1-1 category in the subject area relevant to the post
- iii. A Minimum of fifteen (15) years satisfactory service in a post of the MM 1-1 category in the subject area relevant to the post

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

A Bachelor's Degree in Human Resource Management, International Relations, Law, Business Management, Public Administration, Commerce or any other field relevant to the subject area of the post from a University or Institution, recognized by the University Grants Commission.

with

Postgraduate Degree in Human Resource Management, International Relations, Law, Business Management, Public Administration, Commerce or any other field relevant to the subject area of the post from a University or Institution, recognized by the University Grants Commission

and

At Least 3 years' Public Service experience in a Grade II position of the senior level, as per the service classification outlined in Public Administration Circular No. 10/2025.

3) RECRUITMENT TO THE POST OF SECOND SECRETARY

A. For Officers of SLBFE

A Minimum of eight (08) years satisfactory service in a post of MM 1-1 category in the subject area relevant to the post.

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

A Bachelor's Degree in Human Resource Management, International Relations, Law, Business Management, Public Administration, Commerce or any other field relevant to the subject area of the post from a University or Institution, recognized by the University Grants Commission

with

Postgraduate Degree in Human Resource Management, International Relations, Law, Business Management, Public Administration, Commerce or any other field relevant to the subject area of the post from a University or Institution, recognized by the University Grants Commission

and

At Least 8 years' Public Service Experience in a Grade III position of the senior level, as per the service classification outlined in Public Administration Circular No. 10/2025.

4) RECRUITMENT TO THE POST OF THIRD SECRETARY

A. For Officers of SLBFE

A Minimum of five (05) years satisfactory service in a post of MM 1-1 category in the subject area relevant to the post.

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

A Bachelor's Degree in Human Resource Management, International Relations, Law, Business Management, Public Administration, Commerce or any other field relevant to the subject area of the post from a University or Institution, recognized by the University Grants Commission
and

At Least 5 years' Public Service experience in a Grade III position of the senior level, as per the service classification outlined in Public Administration Circular No. 10/2025.

5) 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

6) RECRUITMENT TO THE POST OF LABOUR CLERK

A. For Officers of SLBFE

Shall be an officer holding 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.

7) RECRUITMENT TO THE POST OF SAFE HOUSE KEEPER

A. For Officers of SLBFE

Shall be an employee holding 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 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

8) RECRUITMENT TO THE POST OF DRIVER

A. For Officers of SLBFE

Shall be an employee holding 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 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.

9) 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.

10) a) Marks allocated for the interview for the posts of **Counsellor, First Secretary, Second Secretary, Third Secretary and 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	<u>100 Marks</u>

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

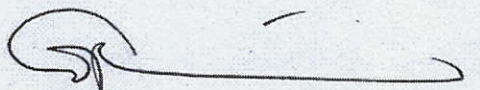
Criterion	Maximum Marks
i. Additional Educational Qualifications	30 Marks
ii. Additional Experience	20 Marks
iii. Skills and Language Proficiency	30 Marks
iv. Performance at the Interview	20 Marks
Total	100 Marks

c) 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

d) 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: 30.03.2026