



**SRI LANKA BUREAU OF FOREIGN EMPLOYMENT (SLBFE)**  
**MINISTRY OF FOREIGN AFFAIRS, FOREIGN EMPLOYMENT & TOURISM (MFA, FE & T)**  
(Only for the staff of SLBFE and Foreign Employment Division of the MFA, FE & T)



The Sri Lanka Bureau of Foreign Employment established under the Act No. 21. of 1985, which presently functioning under the purview of the Ministry of Foreign Affairs, Foreign Employment & Tourism wishes to recruit dynamic, pro-active, qualified and experienced persons from the SLBFE and Foreign Employment Division of MFA, FE & T to fill the vacant positions in Employment and Welfare sections of the Sri Lanka Missions/Posts abroad.

01. In line with the approved Scheme of Recruitment (SOR) for the positions of the Employment and Welfare sections of the Sri Lanka Missions/Posts abroad by the Department of Management Services (DMS) vide letter No. DMS/CAD/SLBFE/CM(T2) dated 23.07.2025, and subsequent amendment conveyed by its letter No. DMS/CAD/SLBFE/CM(2) dated 25.09.2025, and the special approval granted on 31.10.2025 vide letter No. DMS/CAD/SLBFE/CM(2), applications are hereby invited from qualified officers of the Sri Lanka Bureau of Foreign Employment and the Foreign Employment Division of the Ministry of Foreign Affairs, Foreign Employment & Tourism for the following vacant positions in the Employment and Welfare Sections of Sri Lanka Missions/Posts abroad.

**No. of Vacant Positions**

| <b>Home-based Position</b>   | <b>No. of vacancies</b> |
|------------------------------|-------------------------|
| Counsellor (E&W)             | 02                      |
| First Secretary (E&W)        | 01                      |
| Second Secretary (E&W)       | 02                      |
| Third Secretary (E&W)        | 01                      |
| Attaché (Labour)             | 07                      |
| <b>Local-based Positions</b> |                         |
| Labour Clerk                 | 03                      |
| Safe House Keeper            | 01                      |
| Driver                       | 02                      |
| Office Assistant             | 01                      |
| <b>Total</b>                 | <b>20</b>               |

02. Interested candidates who possess the required qualifications are requested to submit their applications in the attached format. **Please visit required qualifications and experience for application form and the required qualifications and experience for each post.**
03. Selection for all positions shall be conducted through a structured interview process. As per the approved SOR, marks will be allocated for each position during the interview.
04. In the event that a large number of applications are received for a particular post, applicants may be required to sit for a written examination in order to select the most suitable candidates.

05. Candidates applying for the posts of **Attaché (Labour) and Labour Clerk** shall be required to sit for an English Language Proficiency Test. Only those who obtain a minimum score of fifty percent (50%) or above shall be eligible to be called for the structured interview.
06. The date of the above examinations / language proficiency tests will be notified to the qualified applicants in writing.
07. A separate application should be submitted for each position if an officer wishes to apply for more than one position.
08. Candidates who have at least one and a half years of service remaining prior to their date of retirement, as at the closing date of applications, are eligible to apply.
09. Candidates who have previously served in Foreign Missions/Posts shall be eligible to reapply for available positions only upon the completion of a continuous period of four (04) years of service in their substantive posts in Sri Lanka, after returning to Sri Lanka.
10. The submission of an application for these posts shall not be construed as conferring any right to appointment. Likewise, being called for a written examination, language proficiency test, or interview does not guarantee appointment to any post.

#### 11. Submission of Applications

- a) Applications should be prepared based on the specimen application form attached hereto and submitted **on or before 28.04.2026 at 12.00 pm** to the following address by registered post or delivered by hand:

➤ Officers of the SLBFE

The Chairman  
Sri Lanka Bureau of Foreign Employment  
No. 234, Denzil Kobbekaduwa Mawatha  
Battaramulla

➤ Officers of the Foreign Employment Division of the MFA, FE & T

Additional Secretary (Admin)  
Foreign Employment Division  
17<sup>th</sup> Floor, Mehewarapiyasa Building  
Narahenpita

- b) The top left corner of the envelope containing the application should clearly indicate  
**“Recruitment for the Employment and Welfare Sections of Sri Lanka  
Missions/Posts Abroad – Post of .....**”

*(Please mention applying post)*

c) Applications received after the closing date will be rejected without any notice. Incomplete or incorrectly prepared applications will also be rejected without prior notice.

12. The Chairman, SLBFE reserves the right to fill all or some of the posts, or not to fill any of the posts referred under No. 01 above.



Chairman  
Sri Lanka Bureau of Foreign Employment  
No.234, Denzil Kobbekaduwa Mawatha  
Kosswatta, Battaramulla

Telephone- 011-2864142

Date 30.03.2026