

SUBMISSION FORM TO THE PUBLIC SERVICE COMMISSION

From:

Reference:

Date:

Subject: APPOINTMENT TO THE PUBLIC SERVICE

1. Post to be filled and Salary Scale.

2. (a) Any financial provision for the vacant post in the Estimate? **Yes/No**

(b) If answer to (a) is **No**, please attach written confirmation of funding from the Ministry of Finance.

3. (i) How was the vacancy created? (Please tick where appropriate).

New Post Promotion Transfer Termination of Appointment

Secondment Resignation Retirement Dismissal

Ceasing Service on Medical Ground

(ii) State the name of the former holder of the vacated post
(*Except in the case of new post*)

(iii) State the PSC Decision Number & Date relating to the vacating of the post.

(iv) If Returning Scholar is to be appointed please go to 10 a-b.

4. How and when was the vacancy advertised?

5. How many applications:

i. received?

ii. short listed?

iii. attended the interview?

6. Date and Venue of Interview.

7. Names and Designations of Panel Members

- i. -----
- ii. -----
- iii. -----

8. Names and ratings of the top two candidates

- i. -----
- ii. -----

9. Has Ministerial Approval been granted?

Yes / No

10. Provide the following information for **each** of the top two candidates (use a separate piece of paper if required).

a) Personal Details:

- Name: -----
- Age: -----
- Sex: -----
- Marital Status: -----
- Current Address: -----

b) Qualification:

(Please submit copies of certificates)

c) History of Employment ;

(If previously employed, please state nature of leaving)

d) Special Skills ;

e) Performance during interview ;

11. Entry point where recommended candidate is to be paid at:

12. Any other comments?

Recommendation:

That Mr./Mrs./Miss be appointed to the post of
....., Department/Ministry of and
he/she be paid at the relevant point of the appropriate salary scale with effect from
the date of assumption of duty/assumption of duty in the permanent post.

Prepared by:

Signature:

For

(Designation of Head of Department/Ministry)

Recommendation:

That Mr/Mrs/Miss be appointed to the post of , Ministry of and he/she be paid at the relevant point of the appropriate salary scale plus uniform allowance/ duty allowance with effect from the date of assumption of duty.

OR

That Mr/Mrs/Miss be appointed to the post of , Ministry of and he/she be paid at the relevant point of the appropriate salary scale plus uniform allowance and be allowed to receive free meals and accommodation when required to live-in in the Nurses' Home with effect from the date of assumption of duty.

Prepared by:

Signature:

for

(Designation of Head of Department/Ministry)