



P.S.C.
Public Service Commission

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Making a Difference

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CIRCULAR MEMORANDUM

To : Permanent Secretaries and Head of Departments **File:** PSC 7/19/2

Subject: **Y2009 SERVICE EXAMINATIONS** **Date:** 13/10/ 2009
CRASH WORKSHOPS & EXAMINATION TIMETABLE

1.0 Further to PSC Circular 43/2009, addressees are advised that the Crash workshops and Service Examinations H(1), H(2), S, U & E will be conducted at the three main centers on the following dates:

1.1 Crash Workshop Timetable

NO:	DATE	EXAMS	VENUE
1	9/11-13/11/09	Crash Workshops	Suva
	9/11-10/11	H (1)	CWM Hospital Lecture Theatre, Extension St
	11/11-12/11	H (2)	
	9/11-10/11	S	FTA Hall, Knolly St
	11/11	U	FTA Hall, Knolly St
	10/11-11/11	E	CTD, Nasese
	13/11	S & U - English	CWM Hospital Lecture Theatre
2	16/11-20/11/09	Crash Workshops	Lautoka
	16/11-17/11	H (1)	Commissioner Western Division. (CWD)
	18/11-19/11	H (2)	
	16/11-17/11	S	Land Transport Authority Conference Room (LTA)
	20/11	U	
	18/11-19/11	E	
3	16/11-20/11/09	Crash Workshops	Labasa
	16/11-17/11	H (1)	Commissioner Western Division (CND)
	18/11-19/11	H (2)	
	16/11-17/11	S	Land Transport Authority Conference Room (LTA)
	20/11	U	
	18/11-19/11	E	

1.2 Examination Timetable

H(1) & H(2) Examination Timetable

EXAM	DATE OF EXAMINATION	TIME	VENUE FOR EXAMS
H(1)	08/12/09	9.00am – 12.10pm	Suva - Suva Grammar School Lautoka - Natabua High School Labasa - Labasa College
H(2)	08/12/09	2.00pm – 5.10pm	As above

'S, U & E' Examination Timetable

DATE	TIME	EXAMINATION & PAPERS	VENUE
09/12/09	9.00am – 11.40 am.	S & U Paper A	Suva - Suva Grammar School Lautoka - Natabua High School Labasa - Labasa College
09/12/09	2.00pm – 4.40 pm	S Paper B	As above
09/12/09	2.00pm – 4.40pm	U Paper B	As above
10/12/09	9.00am – 11.40am	S Paper C	As above
10/12/09	9.00am – 11.40am	E Paper A	As above
10/12/09	2.00pm – 4.40pm	E Paper B	As above

- 2.0** In order to qualify for the examination, attendance at crash workshops is compulsory for all candidates. In the event that candidates are not able to attend the workshops, they must submit a written explanation on the reasons for their non attendance.
- 3.0** Revised syllabus and reference materials are available on the PSC website (www.psc.gov.fj); Candidates are urged to bring their copies of reference materials to the crash workshop.
- 4.0** Candidates are requested to arrive 30 minutes before the commencement of the workshop and examination and must on each occasion present their ID cards for security and verification purposes.
- 5.0** Candidates are required to bring black/blue pens and standard non-programmable calculators to the examination.

6.0 EXAMINATION REFERENCE MATERIALS

Candidates will be provided the following reference materials during the examination.

EXAM	REFERENCE MATERIALS
H(1)	GO, FI 2005, FI(Supplies & Services)2005, Peoples Charter for Change, Peace & Progress (PCCPP)and Decrees 2009
H(2)	
S	
U	
E	GO, FI 2005, FI(Supplies & Services)2005, PCCPP, Decrees 2009, SEEDS

- 7.0** Candidates who are issued with index numbers and fail to sit the examination would be required to submit through their Permanent Secretaries a written explanation for their non – attendance, within seven (7) days from the date of the examination. Candidates, who fail to inform the Commission within the stipulated period, would be barred from the examination for one (1) year.
- 8.0** Permanent Secretaries and Heads of Departments are requested to encourage their officers and facilitate their easy access to relevant tools and materials accordingly.
- 9.0** Please ensure that this circular memorandum is brought to the attention of all officers within your Ministry /Departments including those stationed in the rural and remote areas.
- 10.0** Further clarification may be obtained from Mrs Elenoa Ratuva/Seini Raiko on phone number: 3315688 or email on: elenoa.ratuva@ag.gov.fj / sraiko@psc.gov.fj.



Peni Ratumaitavuki

Acting Permanent Secretary for the Public Service