

PSC CIRCULAR

Public Service Commission, Berkley Crescent, P. O. Box 2211
Government Buildings, Suva. Telephone 3-314-588

PSC CIRCULAR NO: 10/2007

To: Permanent Secretary and
Heads of Department

File : PSC 7/19/3
Date:13 March, 2007

Subject APPLICATION FOR SERVICE EXAMINATIONS H (1) & H (2)

1.0 EXAM CENTRES, TIME AND DATE

1.1 Service Examinations H (1) and H (2) will be conducted on 3rd May, 2007
in **Suva, Lautoka and Labasa** as tabulated below:

1.2

SERVICE EXAMINATION	TIME & VENUE	EXAMINATION PAPERS
H (1)	9am- 12.10pm (i) Suva Grammar School (ii) Natabua High School –Ltk. (iii) Labasa College	The paper is divided in to two (2) Sections – Questions are based on General Orders, Financial Mgt Act 2004, Finance Instructions 2005 & Financial Mgt [Supplies & Services] Instruction 2005- Legal Notice No.7 of 28/105, Agency Financial Manual – questions will be based on areas that are generic and adaptable across government agencies, and on reform initiatives – refer to PSC Circular Memorandum ref 7/17 of 18/7/06.
H (2)	2.00pm -5. 10pm Venues as Above.	As above. Section A will also have questions on Conditions and Rules of Employment for Government Unestablished Employees. Refer to revised issue of Nov. 2002.

2.0 **ELIGIBILITY**

2.1 Candidates applying for Examination H (1) must have at least three (3) months unbroken service by the date of the examination. Those with less than three (3) months service will not be permitted to sit the exam.

2.1.1 Candidates applying to sit for Examination H (2) should have passed Examination (H1).

2.1.2 Those applying to sit for Examinations H1 & H2 must ensure that a *certified copy of their letter of appointment* is attached with the application form. In respect of Temporary Relieving Clerical Officers, personal officers must ensure that all appointment letters are attached, that is, the first letter of appointment together with subsequent letters of extension of temporary relieving appointment.

3.0 **MATERIALS FOR EXAM**

3.1 The following reference materials will be provided during the exam:

- General Orders Edition 1983
- Finance Instructions 2005
- Legal Notice No.7 of 28/1/05 - Finance Management [Supplies and Services] Instructions 2005.

4.0 **ROLE OF GOVERNMENT AGENCIES**

The Permanent Secretaries and Heads of Departments are requested to ensure that:

- This circular is brought to the attention of all those who are eligible to sit for the above exams.
- That all applications received are endorsed by the respective agencies and forwarded to this office under covering memorandum no later than 4th April, 2007. Please note that late application (s) will not be considered.
- Every effort should be made by the agencies to provide assistance by organising in-house training for their staff in the upcoming exams. Training Officers in the respective agencies can facilitate this.
- Facilitate easy access to relevant management tools and materials that would assist the candidates to successfully pass the exams.

5.0 **ROLE OF CANDIDATES**

5.1 To acquire knowledge and understand the applications of government procedures and regulations in performing official responsibilities and to successfully pass the exam it is important that candidates should study

and revise the publications as tabulated above at 1.1. In addition to this, candidates must also make every effort to keep themselves informed and abreast of the reform programmes undertaken by the reform agencies, namely the Public Service Commission and Public Sector Reform on Civil Service Reform, reorganisation, corporatisation & privatisation of identified government agencies, Ministry of Finance – Financial Management Reform and any other major policy programmes. Most new initiatives and policies that are put in place are publicized via circulars & circular memoranda by the Central Agencies, and also through the issue of monthly/quarterly publications/bulletins and through the media etc.

6.0 NON –ATTENDANCE

- 6.1 Candidates who are issued with index numbers and fail to sit the exam on the approved date will have to submit written explanation for their non -attendance, within seven (7) days from the date of the examination through their Permanent Secretaries. Those candidates, who fail to inform the Commission within the given time frame, will not be allowed to sit the relevant service exam for at least one (1) year.
- 7.0 Any clarification required may be obtained from Mrs. Manjula Sologar, msologar@psc.gov.fj or Hansel Whippy, hwhippy@psc.gov.fj of the Public Service Commission, Center for Training and Development in Nasese, Suva or on Telephone number 3315688.



T. Lee.

Acting Permanent Secretary for the Public Service and Public Sector Reform

PUBLIC SERVICE COMMISSION

CENTRE FOR TRAINING AND DEVELOPMENT

APPLICATION TO SIT FOR SERVICE EXAMINATION H (1) OR H (2)

This application is to be completed by the applicant and signed by the Permanent Secretary/Head of Department and sent to: -

The Permanent Secretary
Public Service Commission
P O Box 2211
Government Buildings
SUVA

Name of Examination: _____

Name of Applicant: _____ EDP _____

FNPF No: _____

Date of Birth: _____ Date Joined Service: _____

[Attach letter of Appointment]

(PI refer to the circular item 2.1.2).

Position: _____

Ministry/Department: _____

Station & Location _____

Date H (1) passed & if applying for H (2) _____
copy of exam H (1) result must be attached.

State the exam and number of Previous Attempts in any one of the above examination.

Signature: _____ Date: _____

For Use by Permanent Secretary/Head of Department

I certify that the information given above is correct.

Signature: _____

Designation: _____

Date: _____

Official Stamp

Please ensure that all information & document required is submitted. Failure to non-compliance will result in the non-processing of the received application.