

PSC CIRCULAR

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

PSC CIRCULAR NO: 17/07

To: Permanent Secretaries and
Heads of Departments

File: PSC 7/4/2

Subject: APPLICATIONS FOR SERVICE
EXAMINATIONS S, U & E

Date: 21/05/07

1.0 EXAMINATION CENTRES ,TIME AND DATES

1.1 Service examinations S, U, and E will be conducted in Suva, Lautoka and Labasa as tabulated below:

DATE	TIME	EXAMINATION& PAPERS
29/8/07	9.00am – 11.40 am.	S & U Paper A
29/8/07	2.00pm – 4.40 pm	S Paper B
29/8/07	2.00pm – 4.40pm	U Paper B
30/8/07	9.00am – 11.40am	S Paper C
30/8/07	9.00am – 11.40am	E Paper A
30/8/07	2.00pm – 4.40pm	E Paper B

2.0 ELIGIBILITY

2.1 Service examinations S, U & E are restricted only to serving officers within the Administrative and Accounting cadre.

2.1.1 REQUIREMENTS FOR SERVICE EXAMINATIONS - S & U

- Confirmed in their appointment as Clerical Officers.
- Must have passed service exam H (2).
- Have at *least three years of continuous service* from the date of their probationary appointment and confirmation to the permanent establishment.

2.1.2 REQUIREMENTS FOR SERVICE EXAMINATION –E

- Confirmed in their appointment as Clerical Officers/ Executive Officers/ Assistant Accounts Officers.
- Candidates must have passed service exams **S** or **U**.
- Have at *least five years of continuous service* from the date of their probationary appointment to the permanent establishment.

3.0 PRE-REQUISTE FOR PASSING

- 3.1 Each paper for examination **S**, **U** and **E** carries a total of 100 marks. To pass each paper a candidate must obtain at least forty (40) marks, however, to successfully gain a pass in the relevant examination; a candidate must obtain an aggregate total of over 50% or more in any examination. Partial passes are not permitted or accepted.

4.0 APPLICATION FORM & NOTIFICATION

- 4.1 Candidates must apply in the attached application form indicating the examination they wish to sit and also attach relevant supporting documents. All required information must be provided as stated in the circular. Application (s) with inadequate information will not be considered.
- 4.2 Notification will be issued to successful candidates only.

5.0 ROLE OF GOVERNMENT AGENCIES

- 5.1 Permanent Secretaries and Heads of Departments are required to:

Preparation and Training

- Make every effort to provide assistance through in-house training for staff to prepare them well for the upcoming examination. Training Officers in the respective agencies are to facilitate this.
- During the in-house training and outside of this, to facilitate the easy access by officers to relevant management tools and materials that would assist them to successfully pass the examination.

Endorsement and Submission of Applications

- Ensure that all applications received are endorsed by the respective agencies and forwarded to the Public Service Commission under covering memorandum by **no later than 05 July, 2007**. Late application (s) will not be considered.

6.0 NON - ATTENDANCE

- 6.1 Candidates who are issued with index numbers and fail to sit the examination on the approved date will have to submit a written explanation for their non – attendance within seven (7) days from the date of the examination. Those candidates, who fail to inform the Commission within the given timeframe, will not be allowed to sit the relevant service exam for at least one (1) year.
- 7.0 Please ensure that this circular is brought to the attention of relevant officers in your Ministry & Department(s) including officers who are in the rural and outer stations.

8.0 Any clarification to be obtained from Mrs. Manjula Sologar, msologar@psc.gov.fj or Shyreen Bashir sbashir@psc.gov.fj at the Public Service Commission, Centre for Training and Development in Nasese, Suva or on Telephone number 3315688.



T. Tagicakibau [Mrs.]
Permanent Secretary for the Public Service, Public Enterprise & Public Sector Reform

APPLICATION TO SIT FOR SERVICE EXAMINATIONS S, U & E

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

The Permanent Secretary
Public Service, Public Enterprise & Public Sector Reform
P O Box 2211
Government Buildings
Suva

Name of Examination: _____

Name of Applicant: _____ EDP/FNPF: _____

Date of Birth: _____

Date Confirmed: _____

[Attach copies of Probationary Appointment and Confirmation Letters]

Date H(2) passed if Applying for S or U: _____
[attach copy of H(2) result]

Date S or U passed if applying for E: _____
[attach copy of S or U result]

Number of Previous Attempts: _____

Signature of Applicant: _____ Date: _____

[For Use by Permanent Secretary /Head of Department]

I certify that the information given above is correct.

Name of Officer: _____

Signature : _____

Designation : _____

Date : _____ Official Stamp:

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