

# PSC CIRCULAR

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

## PSC Circular No. 28/2007

**To:** Permanent Secretaries and  
Heads of Departments

**Date:** 15/08/2007

**Subject:** APPLICATIONS FOR SERVICE EXAMINATION  
H (1) & H [2] – DECEMBER SITTING

**File:** 7/19/3

### 0 EXAMINATION CENTRES, TIME AND DATES

1.1 Service Examinations H (1) and H (2) will be conducted on 4<sup>TH</sup> December, 2007 in **Suva, Lautoka and Labasa** as tabulated below:

1.2

SERVICE EXAMINATIONS	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 into two (2) Sections. Questions are based on General Orders, Financial Mgt Act 2004, Finance Instructions 2005 & Financial Management [Supplies & Services] Instruction 2005. 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 the Conditions & Rules of employment for Govt. Unestablished Employees. Refer to revised issue of Nov 2002.
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## 2.0 ELIGIBILITY

- 2.1 Candidates applying for Examination H (1) must have at least three (3) months unbroken service from the date of the examination. Those with less than three (3) months service will not be permitted to sit the exam.
- 2.2 H (1) is conducted for confirmation as Clerical Officers. *Officers of other occupational group(s) will only be considered eligible to sit these exams if the principal accountabilities of their positions constitute a high percentage of administrative/accounting & stores responsibilities. A copy of the principal accountabilities of officer's post must be attached with the application form.*
- 2.3 Candidates applying to sit for Examination H (2) should have passed Examination (H1). A copy of the exam H (1) result must be attached to the application form.
- 2.4 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.

## 3.0 MATERIALS FOR EXAM

- 3.1 The following reference materials will be provided during the exam.
- General Orders Edition 1983
  - Finance Instructions 2005
  - Financial Management [Supplies & Services] Instructions 2005

## 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

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 examinations. Training Officers in the respective agencies are to facilitate this.
- Provide easy access to relevant resources to enable candidates to successfully pass the exam.

## 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 1<sup>st</sup> October, 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 exam 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 time frame, will not be allowed to sit the relevant service exam for at least one (1) year.

6.2 Please ensure that this circular is brought to the attention of all officers in your Ministry/Department(s) including officers stationed in rural and remote areas.

6.3 Any clarification to be obtained from Mrs. Manjula Sologar, [msologar@psc.gov.fj](mailto:msologar@psc.gov.fj) or [sbashir@psc.gov.fj](mailto:sbashir@psc.gov.fj) at the Public Service Commission, Center for Training and Development in Nasese, Suva or on Telephone number 3315688



**Taina Tagicakibau**

**for Permanent Secretary for the Public Service, Public Enterprises  
and Public Sector Reform**

**PUBLIC SERVICE COMMISSION  
CENTRE FOR TRAINING AND DEVELOPMENT**

**APPLICATION TO SIT FOR SERVICE EXAMINATIONS 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 for Public Service, Public Enterprises Public Sector Reform

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 – refer to circular item 2.1.2]**

Position: \_\_\_\_\_

**[Officers of other occupational groups to attach Principal Accountabilities of the Post – refer to circular item 2.1]**

Ministry/Department: \_\_\_\_\_

Office Location & Station \_\_\_\_\_ Phone Contact: \_\_\_\_\_

Date H (1) passed if applying for H (2): \_\_\_\_\_

[Attach copy of the exam H (1) result ]

Number of previous attempts in this examination \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***For Use by Chief Executive Officer/Head of Department***

I certify that the information given above is correct.

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Please ensure that all information & document required is submitted. Applications that fail to comply will not be processed.

