

# PSC CIRCULAR

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

## PSC Circular No. 6 /2008

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

**File:** 7/4/3/1-1  
**Date:** 13/2 /08

**Subject:** APPLICATIONS FOR ENROLMENT - PUBLIC SERVICE  
EXAMINATIONS H (1), H (2), TUTORIALS FROM MARCH – APRIL  
2008 FOR THE CENTRAL DIVISION

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### **1.0 PURPOSE**

- 1.1 To seek applications from officers in the Central Division who qualify to sit for the captioned exams as per the eligibility criteria stated at 3.0 for enrolment in one of the tutorial classes.
- 1.2 For the Northern and Western Divisions, workshops are being conducted to cater for officers who are geographically located in these Divisions.
- 1.3 The scheduled workshops are incorporated in the Training Plans for the Centre for Training and Development and Ministry of Finance, National Planning, Sugar Industry.

### **2.0 VENUE & TIME FRAME**

- 2.1 The venue is the Fijian Teachers Association hall located at 68 Knolly Street, Suva.
- 2.2 Tutorial classes will be conducted from Monday to Thursday from 5pm to 7pm.
- 2.3 The first set of H (1) & H (2) tutorial classes will be conducted from 4<sup>th</sup> March – April 2008 for the exam scheduled on 7<sup>th</sup> May, 2008. [Refer to annex I for details regarding tutorial classes].

### **3.0 ELIGIBILITY**

- 3.1 Candidates applying to attend tutorials 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 attend the tutorials.
- 3.2 Candidates applying to attend tutorials for Examination H (2) should have passed Examination H (1) and should be confirmed in their positions as Clerical officers. A copy of H (1) result and confirmation letter must be attached with the application form.

- 3.3 Those applying to attend tutorials for Examination H (1) & H (2) 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.
- 3.4 H (1) is conducted for the purpose of confirmation as Clerical Officer. Officers of other occupational group(s) will only be considered eligible to attend these tutorials if the principal accountabilities of their position constitute a high percentage of administrative /accounting & stores responsibilities. A copy of the principal accountabilities of the officer's post must be attached with the application form together with other requested documents.

#### **4.0 APPLICATION FORM & NOTIFICATION**

- 4.1 Candidates must apply using the form at annex II indicating the tutorials that they wish to attend and also attach relevant supporting documents. All required information must be provided as stated in this Circular. Application[s] with inadequate information will not be considered.
- 4.2 Notification will be issued to successful candidates only.

#### **5.0 ROLE OF MINISTRIES /DEPARTMENTS**

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 verified, documents requested are attached and endorsed by the Head of Department before forwarding to this office under covering memorandum **by no later than 22/2/08**. *Late application[s] will not be considered.*
- Provide easy access to relevant resources to enable candidates to successfully pass the exams.

#### **6.0 ROLE OF CANDIDATES ATTENDING TUTORIALS & NON-ATTENDANCE**

- To be eligible to sit for H (1) & H (2) exams it is a pre-requisite for an officer to have a tutorial attendance of 90%.
- Approved candidates must be totally committed. If attendance is less than 90%, the officer must provide sound evidence based written explanation by 28/4/08.

- Candidates, who fail to comply as above will not be allowed to attend tutorial and sit the relevant service exam for at least one year. The attendance record will be closely monitored by the respective tutors and CTD.
- Disciplinary action will be instituted if an officer is caught signing for an officer (s) who is not present in the class
- Consumption of liquor and smoking is not permitted at anytime within the premises where the tutorial is conducted .
- If any damage is incurred during the classes, the officer responsible will have to meet the cost of the damage [s].

#### 7.0 **CLARIFICATION**

Any clarification to be obtained from Mrs. Manjula Sologar or Shyreen Bashir of the Public Service Commission, Centre for Training & Development in Nasese, Suva or on telephone number 3315688 or email address [msologar@psc.gov.fj](mailto:msologar@psc.gov.fj) or [sbashir@psc.gov.fj](mailto:sbashir@psc.gov.fj)



**Taina Tagicakibau**  
**Permanent Secretary for the Public Service.**

**TUTORIAL CLASS SCHEDULES FOR EXAM H(1) & H(2)**

**Annex I**

**MARCH AND APRIL 2008**

<b>SERVICE EXAM</b>	<b>DAYS</b>	<b>DATES</b>
H(1)  GO  (9 classes)	<b>Fridays</b>	07/03; 14/03; 28/03/08
	<b>Mondays</b>	24/03; 31/03; 07/04; 14/04; 21/04; 28/04/08
H(1)  (ACCOUNTING)  (9 classes)	<b>Tuesdays</b>	04/03; 11/03; 18/03; 25/03; 01/04; 08/04; 15/04; 22/04; 29/04/08
H(2)  GO  (9 classes)	<b>Wednesdays</b>	05/03; 12/03; 19/03; 26/03; 02/04; 09/04; 16/04; 23/04; 30/04/08
H(2)  (ACCOUNTING)  (9 classes)	<b>Thursdays</b>	06/03; 13/03; 20/03; 27/03; 03/04; 10/04; 17/04; 24/04; 01/05/08

**PUBLIC SERVICE COMMISSION**  
**ENROLMENT FORM**  
**EXAMINATIONS H(1) , H(2) S, U & E TUTORIALS**

Full Name: \_\_\_\_\_ EDP/FNPF No: \_\_\_\_\_

Post/Grade: \_\_\_\_\_

Date Joined Service: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_  
[Attach letter of appointment] [Attach letter of confirmation]

Employment Type: [Permanent/Temporary/etc] \_\_\_\_\_

Ministry/Department : \_\_\_\_\_ Station/Locality : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ E-mail address: \_\_\_\_\_

I wish to attend tutorials for:  
[tick one only] →

Examination				
H(1)	H(2)	S	U	E

I have already passed the  
[tick one only] →

Examination			
H(1)	H(2)	S	U

State the date(s) on which you have passed the above examination(s).

H(1): \_\_\_\_\_ H(2): \_\_\_\_\_ S: \_\_\_\_\_ U: \_\_\_\_\_

The normal tutorial classes will be held from Mondays to Thursdays from 5pm to 7pm. **[Refer to Annex I]**

Name of Verifying Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

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

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