

PSC CIRCULAR

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

PSC Circular No. 10 /2008

To: Permanent Secretaries and Heads of Departments

File : PSC 7/2/4

Date: 31/3 /08

Subject: APPLICATION FOR ENROLMENT FOR THE PUBLIC SERVICE EXAMINATIONS 'S' 'U' & 'E' TUTORIAL CLASSES FOR CENTRAL DIVISION

- 1.0 Application for enrolment to attend tutorial sessions for 'S', 'U', and 'E' public service examinations for the Central division is now open and eligible officers who wish to attend classes are advised to send their application to the Secretary for the Public Service through respective Permanent Secretaries. Applications are to be made in the proper application form, a copy of which is attached (Annex 1).

The examinations are scheduled for the 27th - 28th August 2008.

The tutorial classes will be conducted weekly from 2nd June to 31st July 2008 from Monday to Thursday at 5.00pm to 7.00 pm. The venues and timetable for respective classes are outlined below:

SERVICE EXAM	DAYS	DATES	VENUE
S & U PAPER A (9 days)	Fridays	20/06/08	FTA Hall
	Mondays	02/06; 9/06; 23/06; 30/06; 07/07; 14/07; 21/07; 29/07/08	FTA Hall
S – PAPER B (THE STATE & THE PUBLIC SERVICE (9 days)	Tuesdays	03/06; 10/06; 17/06; 24/06; 01/07; 08/07; 15/07; 22/07; 29/07/08	FTA Hall
S – PAPER C (ACCOUNTING) (9 days)	Wednes days	04/06; 11/06; 18/06; 25/06; 02/07; 09/07; 16/07; 23/07; 30/07/08	FTA Hall

U PAPER B (ACCOUNTING) (9 days)	Thursdays	05/06; 12/06; 19/06; 26/06; 03/07; 10/07; 17/07; 24/07; 31/07/08	FTA Hall
E PAPER A (CONSTITUTION AND MACHINERY OF GOVERNMENT) (9 days)	Tuesdays	03/06; 10/06; 17/06; 24/06; 01/07; 08/07; 15/07; 22/07; 29/07/08.	CTD, NASESE
E PAPER B (STATE AND PUBLIC SERVICE) (9 days)	Thursdays	05/06; 12/06; 19/06; 26/06; 03/07; 10/07; 17/07; 24/07; 31/07/08	CTD, NASESE

2.0 **Eligibility**

Service examinations ‘S’, ‘U’ & ‘E’ are prescribed for serving officers within the Administrative and Accounting cadre and officers intending to apply should satisfy the following conditions:

2.1 **Requirements for Service Examinations ‘S & U’**

- i) Confirmed in their appointment as Clerical Officers
- ii) Must have passed service examination **H(2)**
- iii) Have at least *three (3) years of continuous service* from the date of the probationary appointment to the permanent establishment.

2.2 **Requirements for Service Examination ‘E’**

- i) Confirmed in their appointment as Clerical Officer/Executive Officer/Assistant Accountant Officer
- ii) Must have passed service examinations ‘S’ or ‘U’
- iii) Have at least *five(5) years of continuous service* from the date of probationary appointment to the permanent establishment.

3.0 **Supporting documents**

All supporting documents must be provided together with the completed application form. Applications with incomplete information will not be considered.

Successful applicants will be notified in writing through respective Heads of Ministries or Departments.

4.0 Important Prerequisites on Assessment

- i) To be eligible to sit for S,U & E examinations it is a pre-requisite for officers taking the exam to have a tutorial attendance of 90% .
- ii) In case where candidate's attendance is less than 90%, the officer must provide a written explanation based on sound evidence by **28/7/08**.
- iii) Candidates who fail to comply (to item ii above) will not be allowed to attend tutorial and to sit the relevant service examination for at least one year. The attendance record will be closely monitored by the tutors and CTD.
- iv) Disciplinary action will be instituted if an officer is caught signing for an officer (or officers) not present in the class.
- v) Consumption of liquor and smoking is not permitted at anytime within the premises where the tutorial is conducted.
- vi) Officers responsible for any damage made to property used for tutoring sessions will have to meet the cost of the damage.

5.0 Tutorial Assistance for Northern and Western Divisions

Officers in the Northern and Western divisions are advised to attend appropriate scheduled workshops and courses that are conducted in your respective districts by the PSC/CTD and Ministry of Finance, National Planning & Sugar Industry.

- 6.0** Permanent Secretaries are requested to ensure that the content of this Circular is disseminated promptly to those eligible to take these service examinations and all supporting documents verified and to reach PSC/CTD by no later than **23rd April 08**. **Late application(s) will not be considered**

Further clarification can be referred to Ms. Shyreen Bashir of the Public Service Commission, Centre for Training and Development Nasese, Suva or on telephone number 3315688 or email address sbashir@psc.gov.fj.



Taina Tagicakibau (Mrs)

Permanent Secretary for the Public Service

PUBLIC SERVICE COMMISSION
ENROLMENT FORM
EXAMINATIONS, U & E TUTORIALS

Full Name: _____ EDP/FNPF No: _____

Post/Grade: _____ Date of Birth: _____

Date Joined Service: _____ Date Confirmed: _____
[Attach letter of Probationary 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		
S	U	E

I have already passed the
[tick one only] →

Examination		
H2	S	U

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

H2: _____ S: _____ U: _____
[Attach results]

The normal tutorial classes will be held from Mondays to Thursdays from 5pm to 7pm.

Name of Verifying Officer: _____ Signature: _____

Designation: _____ Date: _____

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