

# PSC CIRCULAR

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

## PSC CIRCULAR NO: 14/2008

**TO:** The Permanent Secretaries  
And Heads of Department

File: PSC 7/4/2  
Date: 08/05/08

**Subject:** APPLICATIONS FOR SERVICE EXAMINATIONS  
S, U & E

### 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:

<i>DATE</i>	<i>TIME</i>	<i>EXAMINATION&amp; PAPERS</i>	
27/8/08	9.00am – 11.40 am.	S & U	Paper A
27/8/08	2.00pm – 4.40 pm	S	Paper B
27/8/08	2.00pm – 4.40 pm	U	Paper B
28/8/08	9.00am – 11.40am	S	Paper C
28/8/08	9.00am – 11.40am	E	Paper A
28/8/08	2.00pm – 4.40pm	E	PaperB

### 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 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

- 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. **Please note officers stationed in the North and West should attend scheduled workshops held in the respective divisions before the examinations. Those approved to attend the workshop will be selected from the applications received in response to this circular.**

#### 5.0 ROLE OF GOVERNMENT AGENCIES

- 5.1 Permanent Secretaries and Heads of Departments are required to :
- To facilitate easy access to relevant management tools and materials that would assist the candidates to successfully pass the examination.
  - 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 06 June, 2008**. 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**. Officers in the Central Division who have applied to attend tutorials in reference to PSC Circular No: 10/2008 need not re-apply.
- 8.0 Any further clarification to be obtained from Mrs. Mereani Kini, [mereani.kini@govnet.gov.fj](mailto:mereani.kini@govnet.gov.fj) or Ms. Shyreen Bashir, [sbashir@psc.gov.fj](mailto:sbashir@psc.gov.fj) at the Public Service Commission, Centre for Training and Development in Nasese, Suva or on Telephone number 3315688.



Taina Tagicakibau [Mrs.]  
**Permanent Secretary for the Public Service**

**APPLICATION TO SIT FOR SERVICE EXAMINATIONS S, U & E**

[This application form is to be completed by the applicant, signed by the Permanent Secretary/Head of Department and sent to the Permanent Secretary Public Service]

Name of Examination: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
[Sir Name) (Middle names]

Post/Grade: \_\_\_\_\_ EDP/FNPF:  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date Joined: \_\_\_\_\_ Date  
Confirmed:: \_\_\_\_\_

[Attach copies of Probationary Appointment and Confirmation Letters]

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

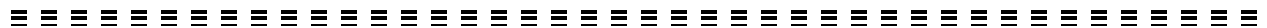
Station/Locality: \_\_\_\_\_

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 : \_\_\_\_\_

Please ensure that relevant documents are submitted. Failure to comply can result in the cancellation of the received applications.