

PSC CIRCULAR

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

PSC CIRCULAR NO: 7/2008

To: Permanent Secretary and
Heads of Department

File: PSC 7/19/3

Subject: APPLICATION FOR SERVICE
EXAMINATIONS H (1) & H (2) -
MAY SITTING

Date: 18/02/2008

1.0 EXAM CENTRES, TIME AND DATE

1.1 Service Examinations H (1) and H (2) will be conducted on 7 May, 2008 in Suva, Lautoka and Labasa as tabulated below:

1.2

SERVICE EXAMINATION	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 in to two (2) Sections – Questions are based on General Orders, Financial Mgt Act 2004, Finance Instructions 2005 & Financial Mgt [Supplies & Services] Instruction 2005- Legal Notice No.7 of 28/1/05, 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 Conditions and Rules of Employment for Government Unestablished Employees. Refer to revised issue of Nov. 2002.

2.0 ELIGIBILITY

2.1 Candidates applying 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 sit the exam.

2.2. Candidates applying to sit for Examination H (2) should have passed Examination (H1) and should be confirmed in their position as Clerical Officers.

A copy of the Exam H (1) result and confirmation letter must be attached to the application form.

2.3 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. 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.

2.4 H (1) is conducted for the purpose of confirmation as Clerical Officer. Officers of other occupational group (s) will only be considered eligible to sit these exams 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.

3.0 MATERIALS FOR EXAM

3.1 Reference materials will not be provided during the exam.

4.0 APPLICATION FORM & NOTIFICATION

4.1 Candidates must apply using 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 this Circular. Application[s] with inadequate information will not be considered.

4.2 Those officers who have applied to attend tutorials in reference to the PSC Circular No 6 of 2008 need not re-apply.

4.2 Notification will be issued to successful candidates only.

5.0 ROLE OF GOVERNMENT AGENCIES

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.
- Facilitate easy access to relevant management tools and materials that would assist the candidates to successfully pass the exams.

6.0 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 20th March** . ***Late application (s) will not be considered.***

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 through their Permanent Secretaries. 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.
- 7.0 Any clarification required may be obtained from Mrs. Manjula Sologar or Shyreen Bashir of the Public Service Commission, Center for Training and Development in Nasese, Suva or on Telephone number 3315688 or email address msologar@psc.gov.fj or sbashir@psc.gov.fj



Taina Tagicakibau

Permanent Secretary for the Public Service

PUBLIC SERVICE COMMISSION

CENTRE FOR TRAINING AND DEVELOPMENT

APPLICATION TO SIT FOR SERVICE EXAMINATION 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
Public Service Commission
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 the circular item 2.3].

Position: _____

Ministry/Department: _____

Station & Location _____

Date H (1) passed & if applying for H (2) _____
copy of exam H (1) result must be attached. .

State the exam and number of Previous Attempts in any one of the above examination.

Signature: _____ Date: _____

For Use by Permanent Secretary/Head of Department

I certify that the information given above is correct.

Signature: _____

Designation: _____

Date: _____

Official Stamp

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

PLEASE READ THE CIRCULAR