

PSC CIRCULAR

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

PSC Circular No. 04/2009

To: Permanent Secretaries and
Heads of Departments

File: 7/4/3/1-1

Date: 20/01/09

Subject: **APPLICATIONS FOR ENROLMENT - PUBLIC SERVICE
EXAMINATIONS H (1) & H (2) TUTORIALS FROM MARCH TO APRIL
2009 FOR THE CENTRAL DIVISION**

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. These scheduled workshops are incorporated in the Training Plan for the Centre for Training and Development.

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 These H(1) & H(2) tutorial classes will be conducted from 02nd March – 30th April 2009. **[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). A copy of H (1) result 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 tutorial that they wish to attend and also attach relevant supporting documents. All required information must be provided and 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 16/02/09**. *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 who has applied to enrol for tutorial classes in response to this circular to have a tutorial attendance of 90%.
- Approved candidates must be totally committed. If attendance is less than 90%, the officer must justify his/her non-attendance by providing a written explanation supported with evidence(s) no later than 17/04/09.
- 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. Mereani Kini or Shyreen Bashir of the Public Service Commission, Centre for Training & Development in Nasese, Suva or on telephone number 3315688 or email address mereani.kini@psc.gov.fj or sbashir@psc.gov.fj



Taina Tagicakibau
Permanent Secretary for the Public Service.

TUTORIAL CLASS SCHEDULE FOR EXAMS H(1) & H(2)**Annex I****MARCH AND APRIL 2009**

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

PUBLIC SERVICE COMMISSION
ENROLMENT FORM
EXAMINATIONS H(1) & H(2) TUTORIALS

Full Name: _____ EDP/FNPF No: _____

Post: _____ Grade: _____

Date of Birth: _____ Date Joined Service: _____
[Attach letters of appointment]

Ministry/Department: _____ Station/Locality: _____

Telephone No. : _____ E-mail address: _____

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

Exam in ation	
H(1)	H(2)

Date H(1) passed if applying for H(2): _____
[Attach copy of H(1) Result]

Signature of Applicant: _____

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

[This section to be completed by Respective Ministries/Departments' Training Section]

Name of Verifying Officer: _____ Signature: _____

Designation: _____ Date: _____

Please ensure that all information & documents required are submitted.
Failure to comply will result in the non-processing of the received
application.