

PSC CIRCULAR

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

PSC Circular No. 20 /2009

To: Permanent Secretaries and
Heads of Departments

File: PSC 7/2/4
Date: 06/04 /09

Subject: APPLICATIONS FOR ENROLMENT - PUBLIC SERVICE
EXAMINATIONS 'S, U & E' TUTORIALS FROM JUNE – JULY 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.
- 1.2 For the Northern and Western Divisions, workshops are being conducted to cater for officers who are in these Divisions.
- 1.3 These scheduled workshops are incorporated in the Training Plans for the Centre for Training and Development.

2.0 VENUE & TIME FRAME

- 2.1 The venues for the tutorials are the **Fijian Teachers Association Hall** located at 68 Knolly Street for **Exams 'S & U'** and **PSC Centre for Training & Development, Nasese** for **Exam 'E'** respectively.
- 2.2 Tutorial classes will be conducted from Monday to Thursday from 5pm to 7pm.
- 2.3 Tutorial classes will be conducted from 01st June – 30th July 2009. [Refer to Annex I for details].

3.0 ELIGIBILITY

- 3.1 Service examinations S, U & E are restricted only to serving officers within the Administrative and Accounting cadre.

3.2 REQUIREMENTS FOR SERVICE EXAMINATIONS - S & U

- All candidates must be confirmed in their appointment as Clerical Officers.
- Must have passed service exam H (2).
- Must have at *least three years of continuous service* from the date of their probationary appointment to the permanent establishment.

3.3 **REQUIREMENTS FOR SERVICE EXAMINATION - E**

- All Candidates must be confirmed in their appointment as Clerical Officers/ Executive Officers/ Assistant Accountant Officers.
- Must have passed service exams S or U.
- Must have at *least five years of continuous service* from the date of their probationary appointment to the permanent establishment.

4.0 **APPLICATION FORM & NOTIFICATION**

4.1 All Candidates must apply using the form at Annex II indicating the tutorial 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 respective Agencies before forwarding to this office under covering memorandum **by no later than 01/05/09**. *Late application[s] will not be considered.*
- Provide easy access to relevant resources to enable candidates to successfully pass the exam.

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

- To be eligible to sit for S, U & E exams it is a pre-requisite for an officer who has enrolled for the tutorials to have a tutorial attendance of 90%.
- Approved candidates must be totally committed. If attendance is less than 90%, the officer must provide a written explanation based on sound evidence by 30/07/09.
- Candidates, who fail to comply as above will not be allowed to attend tutorial and to 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 Ms. Shyreen Bashir of the Public Service Commission, Centre for Training & Development in Nasese, Suva on telephone number 3315688 or email address sbashir@psc.gov.fj .



Pra mesh Chand[Mr.]
Permanent Secretary for the Public Service.