**From :………………………………………………………**

**Reference :………………………………………………………**

**Date :………………………………………………………**

**Subject : APPOINTMENT TO THE PUBLIC SERVICE.**

**1. Identify the background of the submission**

**2. Post, Salary Level,Salary Scale, Recommended starting point (*ensure that the details are provided):***

**3. Confirmation of Financial Provision is attached:** (*Please delete where applicable*) **Yes/No.**

**.**

**4. Duties of the post & requirements: Job Description attached***(Enclose a copy of the Job Description)*

(*Please delete where applicable*) **Yes/No**

**5. Advertisement and Shortlisting**

|  |  |
| --- | --- |
| **Advertisement period** | **\_\_\_ / \_\_\_/ \_\_\_** |
| **Number of Applicants** | **\_\_\_** |
| **Number of Shortlisted Applicants** | **\_\_\_** |
| **Interview Panel**(Name,Post, Ministry) | **1.**  **2.**  **3.** |
| **Interview Date, Time and Venue** |  |

**6. Result of Interview**

1. **Panel’s Assessment.** *(Enclose panel’s assessment forms)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Panel 1: | Panel 2: | Panel 3: | **TOTAL/150** |
| **Candidate 1:** |  |  |  |  |
| **Candidate 2:** |  |  |  |  |

1. **Overview of background Information and Performance during the interview***(Enclose signed panel report)***:**

**(i)Recommended candidate ………………………………**

**(ii) Runner up……………………………..**

**7. Any other comments?**

**Recommendation**:

That Mr/Mrs/Miss (name) …….………………………………. be appointed to the post of (post)……………………….. in the Department/Ministry of ………………………….. under a probationary period of six (6) months and that she/he be paid at the relevant point of the appropriate salary scale from the date of assumption of duty/date of assumption of duty in the permanent post.

**Prepared by: ………………………………………………………….**

**Signature: ………………………………………………………….**

**For: ………………………………………………………….**

**(Designation of CEO)**

**Please ensure that the following documents are attached:**

* Job Description
* Evidence of Confirmation of funds
* Assessment Forms
* Signed Interview Panel Report
* Letters of Application
* Certified copies of certificates/transcripts

**Public Service Commission Office Use ONLY**

**Responsible Officer:……………………………………………….**

**Recommendation:**

⁯All in order, submit for PSC Decision.

⁯Not in order, return to Ministry.

**PSC Comments:**