



## SERVICE COMMISSIONS DEPARTMENT

### CIRCULAR MEMORANDUM

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**FROM:** Director of Personnel Administration

**TO:** Permanent Secretaries and Heads of Departments

**DATE:** 24 January, 2022

**SUBJECT:** Appointment of Officers to two-tiered Offices in the Public Service

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Public Service Commission at its meeting of 23<sup>rd</sup> November 2021, considered the matter of the appointment of officers to 'two-tiered' offices in the Public Service.

The Commission wishes to draw to the attention of Permanent Secretaries and Heads of Departments the undermentioned advice from the Chief Personnel Officer to the Director of Personnel Administration, as contained in Circular Memorandum PD(C/C):1/3/1 Vol I, dated June 14<sup>th</sup> 1991 in reference to the subject matter: '*Procedure for the conversion of officers from one salary range to another in offices with alternative salary ranges*'. The Chief Personnel Officer stated in part:

- “2. (a) ...Strictly speaking conversion to the higher salary range is in no case “automatic” as some condition is always required, even though it may only be a period of “satisfactory service... ..”
3. *Because the officers benefitting from these movements are not being ‘promoted’, the Public Service Commission would not be involved in effecting the conversions to higher salary ranges. The responsibility would devolve on Permanent Secretaries and Heads of Department who would need to ensure that such adjustments were made only after the officers had fulfilled the stipulated conditions.*
4. *The Public Service Commission would, however, need to make the conversion possible by initially, specifying both salary ranges with the title of the office on first appointing the officer. For example in the case of the Land Surveying series the officer’s first appointment would be as Graduate Surveyor/Land Surveyor I, salary range 46/53. On the officer’s receiving his licence to practice as a Land Surveyor under the relevant legislation, his Permanent Secretary or Head of Department would authorize the adjustment of his salary to the higher salary range.”*

In light of the foregoing, the Public Service Commission has directed the following effective 23<sup>rd</sup> November 2021:

- i. In instances where the Commission establishes an Order-of-Merit List for any two-tiered office in the Public Service, for example, Graduate Surveyor/Land Surveyor I (Range 46/53), Customs and Excise Officer I (Range 22/31) and Immigration Officer I (Range 22/31), the Commission will, subject to the availability of suitable vacancies, seek to immediately and permanently appoint and/or promote such candidates to the respective offices, in keeping with their placements on the respective Order-of-Merit Lists.
- ii. Further, in appointing such candidates from the respective Order-of Merit Lists, the Commission's decision of 15<sup>th</sup> December 2009 will apply, wherein it is stated that:

*“in appointing candidates from the Order-of-Merit List the respective dates of their appointments should be so staggered to reflect their positions thereon”.*

It should be noted, that this policy does not have retroactive effect.

**This replaces my previous Circular Memorandum of even reference dated 13<sup>th</sup> January, 2022.**

Permanent Secretaries and Heads of Departments are asked to bring this Circular Memorandum to the attention of the relevant staff under their supervision and be guided accordingly.

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**Director of Personnel Administration (Ag)**