



SERVICE COMMISSIONS DEPARTMENT

CIRCULAR MEMORANDUM

P: 15/1/51 Vol.2 Temp.13

No. E/ 27 /18

FROM: Director of Personnel Administration
TO: Permanent Secretaries/Heads of Departments
DATE: 5th June 2018
SUBJECT: Publication of advertised offices

Public Service Commission was requested to interpret 'publication in the gazette' and 'publication in the newspaper' and whether they were the same.

Regulations 13 (4), Regulation 13 (5) and Regulation 15 of the Public Service Commission Regulations state respectively:

13 (4) The Director shall, from time to time by circular memorandum or by publication in the Gazette, give notice of vacancies which exist in the particular service and any officer may make application for appointment to any such vacancy. Such application shall be forwarded through the appropriate Permanent Secretary or Head of Department to the Director, but the failure to apply shall not prejudice the consideration of the claims of all eligible public officers.

13(5) Notwithstanding subregulation (4), a Permanent Secretary or Head of Department may with the consent of the Public Service Commission and in consultation with the Director of Personnel Administration by –

- (a) circular memorandum; and*
- (b) publication in the Gazette,*

give notice of vacancies which exist in offices specific to the particular Ministry or Department to which any eligible officer may apply.

15) Where the Commission considers either that there is no suitable candidate already in the particular service available for the filling of any vacancy or that having regard to qualifications, experience and merit, it would be advantageous and in the best interest of the particular service that the services of a person not already in that service be secured, the Commission may authorise the advertisement of such vacancy.

Public Service Commission has agreed that:-

- (a) Regulation 13(4) of the Public Service Commission Regulations required the Director of Personnel Administration to issue an advertisement by Circular Memorandum or Publication in the Gazette; and
- (b) Regulation 13 (5) of the Public Service Commission Regulations required Permanent Secretaries/Heads of Departments to issue advertisements by both Circular Memorandum and Publication in the Gazette.

In light of the above, Public Service Commission has decided that:-

- (i) Permanent Secretaries and Heads of Departments **must** submit to the Service Commissions Department for its records, a copy of the Gazette in which an advertised office was published; and
- (ii) under Regulation 15 of the Public Service Commission Regulations, the Commission may authorize the advertisement of vacancies for publication in the Newspaper.

Permanent Secretaries and Heads of Department are asked to bring this Circular Memorandum to the attention of the staff in their Human Resource Management Unit or the officer responsible for the staffing function in their Ministry/Department and be guided accordingly.



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Director of Personnel Administration (aq)