**CONFIDENTIAL**

 **P.S.C Form No.2**

**Recommendation for filling a vacant senior post**

**(Salary Scales A,B,C, (E) or (T) 3-7 M and N 5-8. Temporary posts with initial salaries of not less than 630 per annum)**

PART 1

The Establishment

1. I report the following vacancy/ies

Post…………………..Head……………………..Item……………………….Scales…………………………..

|  |  |  |
| --- | --- | --- |
|  **No. of****Vacancies** | **With effect from (date)** | **Reasons for vacancy/ies** |
|  |  |  |

1. I recommend that the vacancy/ies be filled by:-
2. Advertisement locally. I attach a draft of advertisement,
3. The permanent appointment of M…………………………………………………
4. The renewal of the contract of……………………for………………………years/tours of service
5. The contract appointment of……………………………..for……………….years/tours of service
6. By the recruitment of expatriate from outside Government Service in accordance with the attached statement of duties and qualifications of the post.

(Delete sentences not applicable. If (b), (c), (d), or (e) is recommended give reason in full an back of form.)

1. (a) The following Africans are being trained to qualify for appointment to this post:-

|  |  |  |
| --- | --- | --- |
| **Name** | **Date Training began** | **Probable Date of Completion of Training** |
|  |  |  |

(b) No Africans are in training for this post.

 (Delete sentence not applicable and use separate sheet if it is considered desirable to give further information regarding actual or proposed training schemes.)

 Singed……………………………

 Office…………………………….

Date…………………………………………….

Departmental file……………………..

**PART II**

TO: THE SECRETARY, PUBLIC SERVICE COMMISSION.

 1 confirm that-

1. The particulars in paragraph 1 are correct.
2. There are no objections on financial or establishment grounds to the vacancy being filled with effect

From………………………………………………………………………………………

1. The terms of the draft advertisement/ statement of duties and qualifications are correct.

 (Any observations and recommendations should be attached.)

 Signed……………………………………….

 …………………………………………………

 Establishment Secretary.

Date……………………………………………………

E.S.O. File……………………………

 P.T.O